

REGULATIONS FOR GRADUATE EDUCATION AND TEACHING

(Under Article 10(2)(3), 16(2) of the Arkin University of Creative Arts and Design Establishment and Operation Regulation and Article 8(1) of the Arkin University of Creative Arts and Design Associate Degree and Undergraduate Registration, Education, Examination, and Achievement Regulation)

1. Purpose and Scope

This by-law regulates the education and teaching processes of Arkin University of Creative Arts and Design. It covers postgraduate studies, master's degree and doctoral education.

2. Definitions

- a) **ARUCAD:** Arkin University of Creative Arts and Design,
- b) **University:** Arkin University of Creative Arts and Design,
- c) **Institute:** Arkin University of Creative Arts and Design, Institute of Graduate Studies and Research,
- d) **YÖK:** The Council of Higher Education,
- e) **TR:** The Republic of Turkey,
- f) **ALES:** Academic Staff and Graduate Education Entrance Exam,
- g) **Plagiarism:** To indicate other people's ideas, methods, data or works as their own, in whole or in part, without acknowledging them in accordance with scientific rules,
- h) **OSYM:** Student Selection and Placement Center,
- i) **YDS:** Foreign Language Exam,
- j) **IB:** Institute Board; consists of Institute Director, Vice Directors and Deans,
- k) **IBD:** Institute Board of Directors; consists of 3 (three) Faculty Members selected by the Director, Vice Directors and Institute Board.

3. Student Admission

- (1) A successful completion of an undergraduate education is required in order to be accepted to master's programs with thesis. In addition, it is necessary to meet the base score requirement from ALES which is determined by YÖK for Turkish citizens. However,
 - (a) In the acceptance of students to the institutes of conservatory programs and art faculties which accept students only with special skills exams, there is no requirement for an ALES score.
 - (b) Graduate applicants who hold a PhD in Arts, Proficiency in Medicine, Specialization in Dentistry, Specialization in Veterinary Medicine and Specialization in Pharmaceuticals, are not required to obtain an ALES score.
- (2) In order to be accepted to master's programs without thesis, the applicants must have completed their undergraduate studies successfully. An ALES score is not required when accepting students to master's programs without thesis.
- (3) In student admission to programs in which the medium of instruction is a foreign language
 - (a) Candidates who will be accepted to master's programs and doctoral programs in which the medium of instruction is English language, are required to obtain the minimum score from YDS, YOKDIL, TOEFL or submit an equivalent English

- language exam certificate from one of the similar English exams approved by the Institute Board.
- (b) The Institute Board is authorized to make the final decision regarding the validity of any English language exam certificate which a candidate submits by consulting the English Preparatory School.
 - (c) Candidates who are unable to submit any English language exam certificates are required to sit the English Language Placement Exam held by the English Preparatory School. In this exam, those who obtain the minimum scores determined by the Institute Board or higher are entitled to commence their graduate programs at the Faculty.
 - (d) Candidates who do not meet the English proficiency requirements will still be entitled to commence their education at the graduate programs provided that they enroll in the English language Support Programs in accordance with the levels determined in line with the English Language Placement Examination administered by the English Preparatory School, with the recommendation of the dean of the graduate program to which the student is registered. English Language Support Courses are non-credit courses and the students who complete these courses are considered successful (S) or unsuccessful (U). Regardless of whether the student takes the occasional leave of absence, if the student is unsuccessful in the same coded English language course once again in the second semester of registration after the first semester in which the student was deemed unsuccessful, s/he is suspended from the Institute.
 - (e) Candidates who graduated from any of ARUCAD's undergraduate or master's programs in English and who will apply for another master's program or doctoral program which is also in English within a maximum of two years after graduation from the undergraduate or master's programs are not required to sit the English Language Placement Examination.
 - (f) Candidates who are re-admitted to graduate programs are not required to sit the English Language Placement Exam if they were enrolled in a graduate program in ARUCAD within the last two years prior to the date of application. However, students must certify that they obtained the minimum score or above required for re-admission to the graduate program.
 - (g) Students with citizenships from countries where the official language is only English are exempted from the English language requirements provided that they obtained their undergraduate and graduate degrees from a higher education institution in which the medium of instruction is the English language.
 - (h) Students who are citizens of countries where the official language is not English but obtained their master's degrees from a higher education institution in English in a country where the official language is English, are not requested to certify their English language proficiency if they apply within two years of graduation.
 - (i) Students who are citizens of countries in which the official language is not English but obtained their undergraduate degrees from an English medium higher education institution in a country where the official language is English, are not required to certify their English language proficiency.
 - (j) Those students who pursued and completed their secondary education in a secondary education institution to which the citizens of that country attend, within the last three years, in a country where the foreign language which is designated as the medium of the instruction is spoken as the native language are exempted from the foreign language requirements including the Foreign Language Placement Exam.
- (4) The English language requirement for Turkish master's programs is determined by the Institute Board.
 - (5) For programs and/or situations where special conditions are required, additional conditions can be determined on the basis of domestic and foreign legislation with the

recommendation of the Institute and the decision of the Institute Board of Directors (IBD).

- (6) The admission, registration, and transfer procedures for international students who are not citizens of the Republic of Turkey (TC) or the Turkish Republic of Northern Cyprus (KKTC) are carried out in accordance with the "Regulation on the Admission, Registration, and Transfer Conditions of International Students Who Are Not Citizens of the Republic of Turkey or the Turkish Republic of Northern Cyprus to Associate, Undergraduate, and Graduate Programs of Higher Education Institutions," established under the Higher Education Law of KKTC. Graduate applications of prospective students are evaluated by the Institute Directorate, taking into account their diplomas and transcripts, and in line with the opinion of the department overseeing the program in which the student is enrolled. Additional criteria such as interviews, aptitude tests, or portfolio reviews may be included in the evaluation process. (*Amendment; Senate No: 2024/06, Date: 26/09/2024*)

4. Admission of the Transfer Students

- (1) Students who have completed at least one semester in a master's program at Arkin University of Creative Arts and Design or other higher education institution (master's CGPA a minimum of 2.75/4.00; PhD CGPA a minimum of 3.00/4.00) can be accepted to the master's programs offered at ARUCAD through the lateral transfer, with the recommendation of the unit to which the relevant program is affiliated and with the IBD decision if they apply with the required documents within the specified period. The acceptance letter concerning the decision also includes information about the courses the student will be exempted from among the courses s/he has been assigned in the registered program. The conditions specified in this regulation regarding the English language requirements for the master's students apply to students who transfer from a university other than ARUCAD to master's programs. The length of the semester and credit equivalences for students who transferred from different universities is determined by the IBD.
- (2) Students who are enrolled in a graduate program at ARUCAD can apply for a transfer between the programs. To transfer from master's programs without thesis to master's programs with thesis, the student is primarily required to meet the application criteria of the program and have a CGPA of at least 2.75/4.00 by successfully completing at least three courses in the master's program without thesis. These conditions are not required for those who apply for the transfers from master's programs with thesis to master's programs without thesis.
- (3) All the credit courses in the transcripts of the students who transfer between the thesis and non-thesis programs of the same programs of the university, are transferred to the new program with all repetitions regardless of the grade.
- (4) After the termination of the education period specified in this regulation, the student who transfers from the master's program with thesis to the master's program without thesis is provided with an additional period of 1 semester to complete the requirements of the master's program without thesis.

5. Student Admission to Scientific Preparatory Program

- (1) Scientific preparation is a program implemented to ensure that students from different fields adapt to the program they apply for. The scientific preparation program cannot exceed a total of 18 local credits. The conditions for the students to be admitted to this program are determined by evaluating the undergraduate and/or master's success levels of the candidates and the content/ structure of the undergraduate and/or master's programs, with the recommendations of the unit to which the program is affiliated and the dean's approval.

- (2) The course in a program of a master's student who is accepted to the scientific preparatory program consists of undergraduate level courses. These courses cannot replace the courses required to complete the master's program.
- (3) The courses in the program of a PhD student admitted to the scientific preparatory program consist of undergraduate and/or master's level courses. These courses cannot replace the courses required to complete the Doctoral program.
- (4) In addition to scientific preparatory courses, students in the scientific preparatory program can also register for graduate program courses with the recommendation of the unit in which the relevant program is conducted and with the approval of the IBD. The period during which the student registers for the master's courses is counted within the student's maximum education period. Only the periods during which the student follows scientific preparatory program courses are not included in the master's or doctoral program periods specified in this regulation.
- (5) The grades, which the master's students admitted to the scientific preparatory program obtained, do not affect the cumulative grade point average required to complete the master's program.
- (6) In order to start the program applied to, the master's student who has been accepted to the scientific preparatory program, must complete all of the scientific preparatory program courses with a minimum of grade C and a CGPA of at least 3.00.
- (7) A PhD student who is accepted to the scientific preparatory program, is required to complete all of the scientific preparatory program courses with a minimum grade of C and a minimum CGPA of 3.00 in order to be able to commence the graduate program s/he has applied for.
- (8) The maximum length of time to be spent in the scientific preparation program is two semesters. Summer School is not included in this period. This period cannot be extended except for semester permits and the student who is deemed to be unsuccessful at the end of the period is dismissed from the program.
- (9) Other application principles regarding the scientific preparation program are determined by IBD.

6. Special Student Admission

- (1) Those who are graduates or students of a higher education institution and would like to further themselves on a particular subject can be accepted as special students to master's courses by the recommendation of the unit to which the relevant program is affiliated and the decision of the IBD.
- (2) Those who follow courses with the status of Special Student cannot benefit from their student rights. The duration of special studentship cannot exceed two semesters and the number of courses to be taken in each academic semester cannot be more than 2. No more than 50% of program courses can be taken during this period.

7. Attendance Requirements

- (1) Students are obliged to attend a minimum of 75% of the theoretical courses, laboratories, studios, seminars, Qualification Exam, thesis and other activities in line with the principles determined by the unit where the programs affiliated to the university which the students registered are conducted. In addition, the students need to participate actively in all kinds of exams, juries, and other facilities which are deemed appropriate by the instructor or thesis advisor throughout the semester.
- (2) With the approval of the relevant advisor and the decision of the Institute Board of Directors, graduate students who would like to conduct research concerning their theses, are granted permission to pursue their studies at another institution, university or country for a period of time. However, reporting on the thesis and participation in doctoral monitoring juries are mandatory.

8. Credit Values of Master's Courses

The local credit value of a master's course is 1.0 times the weekly theoretical course duration total and 0.5 times the weekly practice or laboratory duration total. The credit values of the master's courses are determined by the recommendation of the relevant unit and the decision of the IBD. Seminar, Graduation Project and Thesis Study are non-credit courses.

9. Exams and Evaluation of the Courses . (Amendment; Senate No: 2025/03, Date: 20/05/2025)

- (1) In addition to midterm examinations and/or in-semester coursework, students are also required to take an end-of-semester examination and/or undergo an evaluation of an end-of-semester project. End-of-semester examinations are conducted at the time and place determined and announced by the University. The final course grade is determined by the course instructor, taking into account the results of midterm exams, end-of-semester exam and/or project evaluation, in-semester performance, and attendance. Students who are unable to take an examination (midterm or final) due to a justified and valid reason are granted a make-up exam.
- (2) Examinations are held on the dates specified in the academic calendar.
- (3) The grade received in a resit examination replaces the final exam or its make-up. No make-up examination is administered for the resit exam. Resit exams are not applicable for courses involving practical components such as workshops, projects, design, studio work, or exhibitions. At the beginning of each academic year, courses that are not subject to resit exams are determined based on the recommendation of the relevant academic units and with the approval of the respective boards. The final letter grades calculated after the resit exams must be entered into the system via the portal by the deadline indicated in the Academic Calendar. The transcript will display the letter grade along with the notation "Bt".
- (4) In order to be eligible to take resit examinations, students must submit a written application to the head of the relevant academic unit within three (3) working days following the announcement of semester grades. The application must specify the courses for which the student intends to sit resit exams. Students who do not apply within this period are not allowed to take resit examinations. Those who have applied may withdraw their application within three (3) working days from the final application date using the same method.
- (5) The letter grade obtained through the resit examination replaces the previously earned letter grade.
- (6) Students who wish to take the resit examination are required to pay the exam fee as determined by the Board of Trustees.
- (7) Graduate students may withdraw from a maximum of one course per semester and no more than two courses throughout their entire program. Students are not permitted to withdraw from seminar courses, thesis work, courses previously withdrawn from, or courses previously taken and failed.

10. Course Grades (Amendment; Senate No: 2025/03, Date: 20/05/2025)

The course instructor assigns each registered student one of the letter grades indicated in the chart below as the end of semester course grade:

Letter Grade	Grade Point	Master's Scientific Prep	Master's	Doctorate (Scientific Prep)	Doctorate / Proficiency in Art
A	4.0	Pass	Pass	Pass	Pass
A-	3.7	Pass	Pass	Pass	Pass
B+	3.3	Pass	Pass	Pass	Pass
B	3.0	Pass	Pass	Pass	Pass
B-	2.7	Pass	Pass	Fail	Fail

C+	2.3	Pass	Pass	Fail	Fail
C	2.0	Pass	Pass	Fail	Fail
C–	1.7	Fail	Fail	Fail	Fail
D+	1.3	Fail	Fail	Fail	Fail
D	1.0	Fail	Fail	Fail	Fail
D–	0.7	Fail	Fail	Fail	Fail
F	0.0	Fail	Fail	Fail	Fail
NG	0.0	Fail due to absenteeism	Fail due to absenteeism	Fail due to absenteeism	Fail due to absenteeism
I	-	Incomplete	Incomplete	Incomplete	Incomplete
W	-	Withdrawal from course	Withdrawal from course	Withdrawal from course	Withdrawal from course
S	-	-	Sufficient for Seminar/ Graduation Project	-	Sufficient for Seminar
U	-	-	Insufficient for Seminar/ Graduation Project	-	Insufficient for Seminar
EX	-	-	Exempt	-	Exempt
TP	-	-	Sufficient for Term-End Thesis	-	Sufficient for Term-End Thesis
TU	-	-	Insufficient for Term-End Thesis	-	Insufficient for Term-End Thesis
TS	-	-	Thesis Defense Passed	-	Thesis Defense Passed
TI	-	-	Thesis Defense Passed with Revision	-	Thesis Defense Passed with Revision
JR	-	-	Thesis Defense to be Repeated	-	Thesis Defense to be Repeated
TR	-	-	Thesis Defense Failed	-	Thesis Defense Failed
QS	-	-	-	-	Passed Doctoral Qualifying Exam
QU	-	-	-	-	Failed Doctoral Qualifying Exam

The grade **(I)** (Incomplete) is assigned by the course instructor to students who, despite performing satisfactorily during the semester, are unable to fulfill the course requirements due to illness or another valid reason. A student who receives an (I) grade in any course must complete the missing requirements and receive a final grade within 15 days from the date the grades are submitted to the Registrar's Office. Otherwise, the (I) grade will automatically convert to an **(F)** (Fail) grade. In cases of prolonged illness or similar circumstances, this period may be extended until the beginning of the following registration period upon the student's request, the recommendation of the relevant academic unit, and the decision of the Institute Administrative Board (EYK).

The grade **(NG)** (No Grade) is assigned by the course instructor to students who fail due to non-compliance with attendance requirements or failure to meet course-related practical obligations. The (NG) grade is treated as an **(F)** grade in grade point average calculations.

End-of-semester course grades become official once they are submitted to the Registrar's Office and are announced by the same office.

11. Grade Point Average

The success status of the students is determined by calculating their general point averages (GPA) at the end of each semester. The total credit that a student receives from a course is obtained by multiplying the credit value of that course and the coefficient of the final course grade. In order to find the GPA of any semester, the total amount of credits taken by the student from all courses in that semester is divided by the sum of the credit value of the courses taken. The resulting average is shown as two digits after the comma. The cumulative general grade point average (CGPA) is calculated by taking into account all the courses taken by the student in order to complete the minimum course load determined by the unit to which the program is affiliated starting from the admission to the graduate program. The latest grade from repeated or equivalent courses is added to the CGPA. All grades are added to the student's grade transcript. In order for a student to successfully complete the graduate program, the master's CGPA must be at least 2.75 and the doctoral CGPA must be at least 3.00.

12. Course Exemption

- (1) Course exemption applications are made with the exemption documents to the unit where the student is enrolled by the end of the semester in which the student is enrolled in the first course of the program, he/she is accepted. Exemption requests, requests for the cancellation of exemptions or adjustments that will be made in the following semesters or years are not accepted.
- (2) For a student enrolled in a graduate program, courses previously taken and successfully completed from a graduate program at another higher education institution, as well as courses taken and passed from graduate programs while they were an undergraduate student, may be recognized, provided that at least 70% consistency is maintained in terms of program qualifications, learning outcomes, and course content. The equivalence of these courses will be demonstrated, and their letter grade equivalents according to the grading system applied at ARUCAD will be recorded on the student's transcript. These courses will also be included in the calculation of the student's cumulative grade point average. Courses transferred to the program in which the student enrolls through the course exemption process must have been taken within the last five academic years prior to the semester the student enrolls in any graduate program in ARUCAD, and the success grade must have been at least a "C" grade in the master's programs and at least a "B" grade in the doctoral programs in the last five academic years. For a course taken within maximum five years' time or more, an exemption can be granted with the recommendation of the unit in which the student is registered and by the decision of the IBD.
- (3) Courses transferred through exemption to the program a student is enrolled in must have been completed within the last five academic years prior to the student's enrollment in any graduate program at ARUCAD. The minimum grade for these courses must be at least a "C" for master's programs and at least a "B" for doctoral programs within the last five academic years. For courses completed more than five years ago, exemptions may be granted based on the recommendation of the relevant department and the decision of the Faculty Board.

However, for students who are not citizens of the Republic of Turkey (TC) or the Turkish Republic of Northern Cyprus (KKTC), the minimum grade requirement for both master's and doctoral programs is a "B," in accordance with the "Regulation on the Admission, Registration, and Transfer Conditions for International Students Who Are Not Citizens of the Turkish Republic of Northern Cyprus or the Republic of Turkey to Undergraduate, Associate, and Graduate Programs of Higher Education Institutions," established under the KKTC Higher Education Law (*Amendment; Senate No: 2024/06, Date: 26/09/2024*).

To graduate from the program at ARUCAD through course exemption, the student must complete at least two courses at ARUCAD. For a minimum of three credit-bearing courses transferred through course exemption, one semester will be deducted from the program's total duration, provided that the total study period does not fall below the minimum duration stipulated by the regulations.

For students who are not citizens of TC or KKTC, the condition will be applied such that at least 50% of the total number of courses must be completed at ARUCAD, in accordance with the same KKTC Higher Education Law (*Amendment; Senate No: 2024/06, Date: 26/09/2024*).

- (4) Seminar course and thesis in master's with thesis, term projects in programs without thesis, Qualification Exams and thesis in doctorate programs cannot be transferred.

13. Course Repetition

In order to be considered successful in a course, the master's student must have obtained at least grade (C) whereas PhD students must have received grade (B) as an end of semester grade from that course. Students are required to repeat the compulsory courses they have been unsuccessful in or register for the courses deemed equivalent to the elective courses the student failed by the unit to which the program is affiliated. Students are able to repeat the courses they have succeeded in order to improve their CGPA or take courses deemed equivalent by the relevant unit. However, the Registrar's Office must be informed regarding the courses to be repeated by the unit offering the program, at the commencement of the semester.

14. MASTER'S PROGRAM

- (1) The Master's program can be offered as with and without thesis. The fields of the Institute and how these programs will be conducted are determined by the University Senate.
- (2) The transfer between master's programs with and without thesis can be made at the beginning of each semester with the application of the student, the recommendation of the unit in which the student is enrolled and the approval of the IBD. The student cannot transfer more than once among programs with and without thesis. The student whose application for transfer has been approved is obliged to complete the requirements of the new program.

15. MASTER'S PROGRAM WITH THESIS

Aim and Scope

The aim of the master's program with thesis is to enable the students to gain the ability to access, evaluate and interpret information by conducting scientific research.

16. Duration and Course Load of the Master's with Thesis

- (1) Apart from the time spent in scientific preparation courses, the duration of the master's program with thesis is four semesters, starting from the semester in which the student first registered to the program. The master's students are required to complete the master's program in a maximum of six semesters regardless of whether the student registered for each semester or not. The situation of the students who are able to graduate from the master's program in a shorter period of time than the program period specified in the regulation are determined by the IBD upon the recommendation of the unit in which the student is enrolled.
- (2) The master's program with thesis consists of at least seven courses, a seminar and a thesis study, which cannot be less than twenty-one credits in total. The master's program with thesis consists of a total of at least 120 ECTS credits, and it cannot be less than 60 ECTS credits. A maximum of four semesters are allocated for the completion of

courses, thesis and seminar of a master's program with thesis. Students can register to a maximum of 4 courses per semester.

- (3) Master's students who are unable to successfully complete their credit courses and seminar courses specified in the instructional plan at the end of the four semesters or unable to fulfill the success conditions/criteria stipulated by the higher institution within this period; or within the maximum periods, the students who are unsuccessful in their thesis studies or unable to sit the thesis defense are dismissed from the program.
- (4) The student can register for credit courses in summer school in order to reduce the course load during the semester. However, summer school is not counted as a semester and the students can register to maximum 2 courses.
- (5) The seminar course can be taken with the final courses. Application principles related to the seminar course is determined by IBD.
- (6) A thesis supervisor for the student who is enrolled in the master's program with thesis is appointed by the unit conducting the program to which the student registered, with the approval of the dean's department by the end of the first semester at the latest. The institute is informed about the recommended subject of the thesis which is determined by the student with his/her supervisor by the end of the second semester at the latest. Thesis supervisors are selected from among faculty members who hold a PhD. The thesis supervisor and the subject of the thesis are finalized with the approval of the institute of the board of directors. In cases in which the content of the master's thesis requires more than one thesis advisor, a second thesis advisor may be appointed. The conditions for the appointment and replacement of the thesis supervisor and the second thesis supervisor are determined by the IBD with the approval of the Rectorate. The second thesis advisor may be one of the academics from outside the university staff who possesses a minimum of Doctorate degree. The ethics committee should be consulted by the thesis supervisor before recommending the thesis subject and thesis methodology to the institute.
- (7) The unit in which the student is enrolled determines the courses to be registered and conducts all the registration processes for the master's student.
- (8) The student who will commence his/her thesis studies is required to have successfully completed all of his/her course obligations (including the seminar). Students who are in the graduation status, must only take thesis studies; courses cannot be taken together with the thesis.
- (9) A student enrolled in the master's program is eligible to take leave of absence for only a maximum of 2 semesters during his/her education provided that s/he has a valid excuse. Leave of absence periods are counted within the specified education periods.
- (10) Students are eligible to take master's courses from other faculties/departments with the recommendation of the unit conducting the program s/he registered or universities other than Arkin University of Creative Arts and Design with the decision of the IBD to be counted within the course load of the program s/he is enrolled in. However, the number of courses should not exceed 3. The equivalence, credit and content eligibility of the external courses must be approved in advance by the IBD.

17. Completion of the Master's Thesis

- (1) The student who completes his/her Master's thesis within the specified period is required to write his/her thesis in the language of the instruction of the program in accordance with Arkin University of Creative Arts and Design Thesis Writing Guidelines and, defend the thesis in that language before the jury.
- (2) The pre-examination of the thesis regarding similarity is carried out by the supervisor using the software program accepted by the University prior to the thesis exam application. The student submits the plagiarism software program preliminary examination report for the thesis to the Institute during the thesis exam application.
- (3) The principles of application regarding the thesis delivery process, the number of plagiarism control applications and the acceptable similarity rates to be included are determined by the IBD.

- (4) In order for the thesis jury to be appointed, the candidate must also have at least one publication published or accepted for publication in a national and/or international journal or conference. Students are asked to accept this requirement in writing when registering for the first semester by the faculty graduate program coordinator.
- (5) The student who provides the prerequisites imposed in this regulation regarding plagiarism and publication, applies to the unit conducting the program to take the thesis defense exam. The unit forwards a digital copy of the thesis to the institute with the recommendation of the thesis jury. The dates on which students can take the thesis exam are determined and announced every year by the IBD.
- (6) The jury to be appointed by the recommendation of the relevant unit and the decision of the IBD consists of three or five faculty members, one of whom is the student's thesis supervisor and at least one from outside his or her higher education institution. If the jury consists of three people, the second thesis supervisor cannot be a jury member. Members of the jury must have at least a Doctorate degree.
- (7) The members of the jury shall convene within 15 days at the earliest and one month at the latest from the date the thesis is submitted to them and take the student in to the thesis exam. The thesis exam consists of the presentation of the thesis and the question-and-answer section that follows. The thesis exam is held in open environments for the participation of the audience consisting of faculty members, graduate students and experts in the field.
- (8) After the completion of the thesis jury, the jury decides, closed to the audience, to accept the thesis with an absolute majority (TS: Thesis Satisfactory), corrected acceptance (TI: Thesis Incomplete), renewal of the thesis defense (JR: Jury Repeat) or rejection (TR: Thesis Reject). The candidate is notified about the decision verbally in a closed environment to the candidate and with a relevant form to the Institute Directorate within three working days following the thesis jury with its reasons in writing. The periods given by the jury depending on the decisions of the corrected acceptance and renewal of the thesis defense are given in addition to all the teaching periods specified in this regulation; students in this situation continue to register in the program.
- (9) Students whose thesis was rejected as unsuccessful, are dismissed from ARUCAD.
- (10) The student who has been decided to repeat his/her thesis defense, is requested to defend his/her amended thesis within three months at the latest, preferably before the same jury, which will be re-established in accordance with the principles of the relevant article of this Regulation. At the end of this defense, the student whose thesis is not accepted is dismissed from the Institute. In the case where the thesis is defended a second time, it is not possible to decide to renew the defense again.
- (11) The thesis, which has been amended and accepted, is submitted to the jury members within one month at the latest after the required corrections. The thesis is accepted when the jury informs the IBD in writing that the requested corrections have been made and accepted.
- (12) If the student whose thesis is rejected requests so, he/she is awarded a master's degree without thesis, provided that he/she has fulfilled the course credit load, project writing and similar requirements of the master's program without thesis.

18. Master's Degree Diploma

- (1) Provided that other requirements have been fulfilled, the master's thesis which has been produced in consideration with Arkin University of Creative Arts and Design Thesis Writing Guidelines is submitted to the institute for a final similarity check. Following being successful in the final similarity check, the master's student who successfully submitted at least 3 bounded copies of his/her thesis to the institute Directorate within one month from the date of the thesis defense before the jury and whose thesis is deemed appropriate in terms of structure, is awarded a "Master's Degree". Institute Board of Directors is authorized to extend the thesis submission date up to two months upon request. Within these two months, the student who fails the plagiarism check and/or is unable to submit his/her thesis, is required to register for the next semester and defend

his/her thesis again. Students who do not meet these requirements are not eligible to obtain their diploma until they meet the conditions, s/he cannot benefit from his/her student rights and if the time allocated expires, s/he is dismissed.

- (2) The official name of the program as approved by YÖDAK in the department of the institute which the student followed and the phrase "with thesis" are found on the master's diploma. The graduation date is the date on which the signed copy of the thesis was submitted by the exam jury commission.
- (3) Within three months of the submission of the thesis, a digital copy of the master's thesis is submitted to the university library and YÖDAK presidency by the institute for the service of scientific research and activities.

19. MASTER'S PROGRAM WITHOUT THESIS

Aim and Scope

The aim of the master's program without thesis is to provide the student with in depth vocational knowledge and show how to put the existing knowledge in to practice.

20. Duration and Course load of the Master's Without Thesis

- (1) The duration of the master's program without thesis, excluding the time spent in scientific preparation program and regardless of whether or not the student has registered for each semester, starting from the period when the related courses commenced, is minimum two semesters and maximum three semesters. At the end of this period, the students who are unsuccessful or are unable to complete the program are dismissed from the higher education institution.
- (2) Master's program without thesis consists of a total of thirty credits, minimum ten courses and a non-credit graduation project course, and cannot be less than 60 ECTS. In one semester, the student is eligible to register to maximum half of the course load of the program in which he/she is enrolled. The students are required to register for the graduation project in the semester in which the graduation project is assigned and submit a written report at the end of the semester. The graduation project course is non-credit and is graded as successful or unsuccessful. The CGPA of the student who will enroll in the graduation project must be at least 2.75/4.00 in the relevant period.
- (3) In order to reduce the course load during the semester, the students are eligible to register a credit course in the summer school, but the summer school is not counted as a semester and students can be enrolled in a maximum of 2 courses.
- (4) It is possible for students to select up to three undergraduate courses among the master's courses to register, if they did not take these courses during their undergraduate education.
- (5) In the master's program without thesis, a Faculty member with at least PhD degree who will assist students with course selection and the graduation project is determined for each student by the end of the first semester at the latest, with the recommendation of the unit in which the program is conducted and with the approval of the Dean's Office. The student's course selection and the registration procedures are conducted by the relevant unit.
- (6) A student enrolled in a master's program without thesis is eligible to take leave of absence for a maximum of 1 semester provided that the student has a valid reason during his/her education period. Leave of absence periods are counted as normal education periods.
- (7) With the recommendation of the unit in which the program is registered and the approval of the Dean's Office, the student is eligible to take master's courses from other faculties/departments to be counted in the course load of the program he/she is pursuing or from other universities other than Arkin University of Creative Arts and Design by the decision of the IBD, but this cannot exceed 3 courses.

21. Master's Diploma Without Thesis

- (1) The master's student who successfully completed his/her credit courses and graduation project, is awarded a Master's Degree without a thesis.
- (2) The official name of the program which the student followed as approved by YODAK and the phrase "Without Thesis" are found on the "Master's Without Thesis Diploma".
- (3) Those students who are currently pursuing their master's program without thesis are eligible to transfer to the master's program with thesis, as long as they meet the minimum requirements set by the higher education institution. In this case, the courses taken in the master's program without thesis can be counted as a substitute for the courses in the master's program with thesis by the decision of the Institute Board Decision.

22. PHD PROGRAM

Aim and Scope

The aim of the PhD program is to equip students with the ability to conduct research independently, interpret scientific events from a broad and deep perspective, and determine the necessary steps to reach new synthesizes. The thesis to be prepared at the end of the Doctoral study must fulfill one of these attributes;

- i. Bringing innovation to science,
- ii. Developing a new scientific method,
- iii. Applying a known method to a new field.

23. Application and Admission

- (1) In order to apply for and be admitted to PhD programs, students are required to have received a master's degree with thesis and to have achieved the base ALES score requirement which is determined by YÖK for Turkish Republic citizens. However, ALES is not a requirement for applicants who have a PhD in Art, Specialization in medicine, specialization in dentistry, specialization in veterinary medicine and specialization in pharmaceuticals when applying for PhD programs. For the evaluation procedures of these candidates,
 - a. A score, not less than 55 and not exceeding 75, is determined by the respective Senate, regardless of the score type or area of specialization upon entering the graduate program, and is announced as part of the program's admission requirements.
 - b. These candidates are eligible to apply for a different field from the type of score they have previously received or different from their PhD/arts qualification/expertise.
 - c. The announced score is included in the calculations as an ALES score, regardless of the type of score.
- (2) The undergraduate graduation grade point averages of PhD applicants who apply for doctorate programs with undergraduate degrees are required to be at least 3 out of 4 or equivalent grade points. In this context, it is also necessary to meet the ALES score requirement determined by YÖK for Turkish citizens; that is, the students are required to obtain the minimum required score from ALES in relation to the type of the score required for the program they apply for. In addition to the ALES score, the applications to PhD programs can be evaluated through a written scientific evaluation exam and/or interview results and master's degree cumulative grade point averages can be considered in the evaluation process for master's degree holder applicants. The provisions related to this evaluation and the application requirements and other issues related to student admission are determined by the Senate.
- (3) Excluding preparatory classes, those who have an undergraduate education period of ten semesters or more are deemed to have a master's degree.
- (4) The Senate determines the weight of the ALES score to be evaluated, provided that it is not less than 50%. Students can also be accepted with only an ALES score. For

international students, the equivalent scores accepted as ALES and announced by YÖK and YÖDAK are considered in the evaluation process.

- (5) ALES score is not required in the admission of students to the institute of conservatory programs and programs of the Faculty of Arts that accept students only with special skills exams. However, an ALES score can be required by the decision of the university Senate. If an ALES score is requested, the base score is determined by the Senate.
- (6) Applicants are required to submit additional documents such as reference letters, a thesis proposal, a statement of purpose outlining their reasons for pursuing a Ph.D., and other requested materials.

Doctoral applications from international students who are not citizens of the Republic of Turkey or the Turkish Republic of Northern Cyprus are processed under the provisions of the "Regulation on the Admission, Registration, and Transfer of International Students who are not Citizens of the Turkish Republic or the Turkish Republic of Northern Cyprus to Undergraduate, Associate Degree, and Graduate Programs of Higher Education Institutions" enacted under the Higher Education Law of the Turkish Republic of Northern Cyprus. The final decision on applications is made by the Director of the Institute based on the opinions of the relevant department, taking into account the applicant's diplomas and transcripts. Evaluation criteria may include interviews, aptitude tests, or portfolio reviews. (*Amendment; Senate No: 2024/06, Date: 26/09/2024*)

24. Duration and Course Load of PhD Programs

- (1) Starting from the first semester in which the courses of the program the student registered commenced, the duration of the PhD program is eight semesters, regardless of whether or not the student is registered for each semester and excluding the time spent in the scientific preparation program, whereas the maximum allocated time to complete a PhD program is twelve semesters. For those who are accepted with an undergraduate degree, the normal completion period is ten semesters and the maximum completion period is fourteen semesters.
- (2) The maximum time allocated to successfully complete PhD credit courses is four semesters for those students accepted with a master's degree with thesis and six semesters for those accepted with an undergraduate degree. During this period, the students who are unable to successfully complete his/her credit courses or are unable to achieve the required minimum CGPA specified by his/her institution is dismissed from ARUCAD.
- (3) The student who successfully completed his/her credit courses, succeeded in the Qualification Exam and his/her thesis proposal received acceptance, however, s/he was unable to complete his/her thesis study by the end of the twelve or fourteen semesters as specified in item (1), is dismissed.
- (4) Provided that there are students who applied to the doctoral program with an undergraduate degree, are unable to complete their credit courses and/or thesis studies within the maximum period, and those who did not succeed in their doctoral thesis, if students request so, are awarded a master's degree without thesis. In order to be eligible for this, the students are required to fulfill the credits, project and other similar requirements for a master's degree without thesis.
- (5) The PhD program consists of a total of twenty-one credits for students accepted with a master's degree with thesis, provided that one academic term cannot be less than 60 ECTS including at least seven courses, a Seminar, Qualification Exam, a thesis proposal and a thesis study, and is at least 240 ECTS credits in total; For students accepted with an undergraduate degree, the PhD program consists of at least forty-two credits, including 14 courses, seminar, Qualification Exams, thesis proposals, thesis studies and a total of at least 300 ECTS.
- (6) In PhD programs, the students accepted with a master's degree are eligible to register to a maximum of two courses and those students accepted with an undergraduate degree are eligible to register to a maximum of four courses which are offered by other higher

education institutions with the recommendation of the unit which conducts the PhD program, with the approval of the Dean's Office, Faculty/Department or Institute Board Decision.

- (7) Undergraduate courses are not counted within the course load and doctoral credits.
- (8) PhD programs cannot be offered as secondary education.
- (9) The thesis, which will be prepared at the end of the Doctoral study, must fulfill at least one of the qualities of innovating science, developing a new scientific method, applying a known method to a new field.
- (10) The Seminar course can be taken during the last semester with the final courses. The principles regarding the application of the Seminar are determined by the IBD.
- (11) The planning and registration of the courses to be taken by the student is carried out by the relevant unit in which the student is registered.
- (12) Students from different departments who gained admission with the approval of the unit conducting the program are eligible to take a maximum of 5 scientific preparatory courses from the master's program for a maximum of two semesters.
- (13) The students who will commence their thesis studies are required to have successfully completed their course obligations and have been successful in the Doctoral Qualification Exam. The students are obliged to register for thesis for a minimum of three semesters. Students cannot take any courses at the same time with the thesis studies.
- (14) A student who has successfully completed the Doctoral Qualification Exam is eligible to conduct a certain period of his/her thesis studies at another University or research institution with the approval of the Institute Board.
- (15) A student admitted to a PhD program is eligible to receive a maximum of 4 semesters leave of absence with a valid excuse, no more than two consecutive semesters. Leave of absence periods are counted within the standard education periods.

25. Appointment of the Thesis Supervisor

- (1) A thesis supervisor (a faculty member from the university staff) is appointed to the student in the PhD program at the latest within the first month of the semester in which he/she enrolls in the seminar course, with the recommendation of the relevant unit conducting the program and by the decision of the IBD. In cases in which the content of the doctoral thesis requires more than one thesis advisor, the conditions for the appointment and replacement of the second thesis advisor are determined by the IBD. However, the thesis advisor is required to be appointed by the end of the second semester at the latest.
- (2) It is a requirement for the faculty members from the PhD programs to have successfully supervised at least one master's thesis before in order to be able to supervise a PhD thesis. In the event of the content of the thesis study requiring more than one thesis advisor, it is possible to appoint the second thesis supervisor from outside the university staff with a doctoral degree.

26. PhD Qualification Exam

- (1) After the successful completion of the seminar and courses, the PhD Qualification Exam measures the students' breadth of knowledge of basic topics and concepts and depth of their understanding in their field, and their research capabilities in their PhD studies. A PhD student is eligible to sit the Qualification Exam maximum twice per academic year, once per semester.
- (2) The students who gained admission to a PhD program with a master's degree are required to sit the PhD Qualification Exam by the end of the fifth semester at the latest whereas the students who gained admission with an undergraduate degree to the same program are required to sit the same exam by the end of the seventh semester at the latest.

- (3) In order to be eligible for the PhD Qualification Exam, students are required to have successfully completed their courses and seminars and the students who will sit the PhD Qualification Exam must register for this exam at the commencement of the semester.
- (4) It is not possible to register for any courses, a seminar or thesis study along with the PhD Qualification Exam. PhD Qualification Exam is administered within the dates determined by the IBD.
- (5) Qualification Exams are organized and administered by the unit that runs the program to which the student is registered. Qualification Exam jury members are required to be PhD degree holders. The Qualification Exams are organized and administered by the PhD Qualification Committee which consists of five members, with the consent of the IBD. The Committee forms exam juries to construct, administer and evaluate exams in different subject areas. The exam jury consists of five faculty members, including the supervisor, and at least two members from outside their higher education institution. The relevant Board of Directors decides whether the supervisor has the right to vote. In the event that the supervisor does not have the right to vote, the jury is required to consist of six faculty members. Qualification Exam meetings are open to the audience consisting of faculty members, graduate students and experts in the respective field.
- (6) The PhD Qualification Exam consists of written and oral parts that will determine the student's ability in the field of related science and his/her inclination towards research. The student who succeeds in the written exam will have the right to take the oral exam.
- (7) The Doctoral Proficiency Committee evaluates the students' performance in written and oral examinations together and decides with an absolute majority whether the student is successful or unsuccessful. The final decision is communicated to the Institute with the relevant form within three working days following the Qualification Exam by the unit running the program the student is enrolled in. The principles regarding exam grades, weights and exams are determined and applied with the recommendation of the relevant unit and the consent of the senate.
- (8) Qualification Exam Juries evaluate the student's performance in written and oral exams and decide with an absolute majority whether the student is successful (QS) or unsuccessful (QU).
- (9) A student who is evaluated as unsuccessful for the PhD Qualification Exam is eligible to re-take the same exam for the second time. The student who fails the PhD Qualification Exam has the right to re-take the section/sections from which s/he failed in the following semester. If a student is evaluated unsuccessful for the Qualification Exam for the second time, s/he is dismissed from the PhD program.
- (10) A student who gained admission to the PhD program with an undergraduate degree and has successfully completed at least seven courses, is eligible to transfer to the master's program.
- (11) The principles of application concerning the PhD Qualification Exam are determined by IBD.

27. Thesis Monitoring Committee

- (a) A thesis monitoring committee is appointed for each student who has been successful in the Qualification Exam within one month following the date of the exam upon the recommendation of the unit and the approval of the IBD.
- (b) The thesis monitoring committee is made up of three PhD holding faculty members. The committee includes the thesis supervisor, one member from the respective department/program, and one external member from the field from outside the department/program. In the event of a co-supervisor, the co-supervisor can also attend the committee meeting, if s/he desires.
- (c) Upon the recommendation of the unit running the program the student is enrolled in and the approval of the IBD, members of the thesis monitoring committee can be changed after the semester of its formation.

28. Defense of Thesis Proposal

- (1) The student whose thesis monitoring committee has been appointed, orally defends his/her thesis proposal which includes the work s/he has completed until that time, the method of the thesis study and prospective study plans before the thesis monitoring committee at the commencement of the semester which follows the semester in which s/he registered the thesis studies. The student's thesis proposal is distributed to the members of the thesis monitoring committee minimum 15 days prior to the student's oral defence date. The written report which covers the thesis topic and methodology is required to be approved by the Ethics Committee.
- (2) The thesis committee decides to accept, modify, or reject the thesis proposal presented by the student with an absolute majority. Provided that the student is asked to modify his/her thesis proposal, s/he is given a period of one month for the corrections and changes. The institute is informed about this decision in a written report within three days following the thesis proposal date.
- (3) The student whose thesis proposal is rejected has the right to choose a new thesis supervisor and a different thesis topic. Under such circumstances, a new thesis monitoring committee may be appointed. The student who would like to continue with the same supervisor is required to repeat the thesis topic proposal defense within maximum three months and the student who would like to change his/her thesis supervisor is required to repeat the thesis topic proposal within maximum six months. The student whose second thesis proposal is rejected is dismissed from ARUCAD:
- (4) For the students whose thesis proposal is accepted, the thesis monitoring committee meets twice a year, once between January and June and once between July and December. The student submits a written report to the committee members at least one month prior to the date of the meeting. In this report, a summary of the work completed so far and the prospective work plan to be carried out following the semester are stated.
- (5) The student is assigned a thesis grade as either "In Progress" (P) or "Unsatisfactory" (U). A student who is found to be unsuccessful two times in a row or three times intermittently by the committee is dismissed from ARUCAD.
- (6) A student who fails to attend the thesis proposal defense without a valid excuse within the period specified is deemed unsuccessful and his/her thesis proposal is rejected, accordingly.

29. Completion of the Doctoral Thesis

- (1) The student who has completed his/her doctoral thesis work within the specified time must write the results obtained in accordance with the ARUCAD Thesis Writing Guide with the language of instruction of the program s/he is enrolled in and defend his/her thesis before the jury.
- (2) Minimum three thesis monitoring committee reports must be submitted in order for the student's thesis to be finalized.
- (3) Preliminary examination of the similarity of the thesis is carried out by the supervisor by means of the software program accepted by the University prior to the application for thesis defense. The student submits the plagiarism software program preliminary examination report pertaining to the thesis to the Institute during the thesis defense application process.
- (4) The provisions regarding the thesis submission process, the number of plagiarism control applications and the acceptable similarity rates to be included are determined by the IBD.
- (5) In order for the thesis jury to be appointed, the candidate is also required to have published at least one article in the field related to the doctoral thesis in a journal recommended by SCI, SSCI, AHCI or the relevant unit and approved by the Institute Board, or have at least one article accepted for publication in a journal scanned by international indexes. Students are asked to accept this condition in writing while registering for the first semester by the faculty graduate program coordinator. In

addition, the document indicating that the thesis article containing the essence of the thesis prepared for publication in the ARUCAD journal has been published or accepted by the journal must be forwarded to the institute at the time of submission.

- (6) If the PhD Candidate has completed his/her thesis at the end of the maximum education period and submitted it to the Institute Directorate, and the PhD candidate has sent it for publication to a journal scanned by the "Citation Index" defined in this regulation or to a journal scanned by international indexes approved by the Institute Board for publication, the student will be transferred to the "Publication Pending" status with the recommendation of the thesis supervisor, department or program chair and the approval of the Institute Directorate. Having this status is then sought as a prerequisite for graduation. Pending Publication status can last for a maximum of five academic years, starting from the semester following the end of the doctoral candidate's maximum period of study. At the end of this period, the candidate who cannot fulfill the publication requirement for graduation is dismissed from the Institute.
- (7) A student who meets the prerequisites set in this Regulation on plagiarism and publication, applies to the department where the student's program is conducted in order to take the thesis defense exam. With the recommendation of the thesis defense jury, the unit which conducts the program to which the student is enrolled, submits a digital copy of the thesis to the institute. The dates that students can sit the thesis exam are determined and announced by the IBD every year.
- (8) The doctoral thesis defense jury is appointed with the recommendation of the unit in which the program the student is enrolled in is and the decision of the IBD. The jury consists of five faculty members, including three from the student's thesis monitoring committee, and at least two from outside ARUCAD, and the thesis supervisor. Jury members are required to hold a doctorate degree.
- (9) The members of the jury convene within one month at the latest from the date the thesis is submitted to them, within the thesis defense date range determined by the IBD, and the student takes the thesis defense exam. The thesis defense exam consists of the presentation of the thesis work followed by a question-answer session and it is open to the audience.
- (10) After the completion of the thesis jury, the jury, closed to the audience, can reach one of the following decisions with an absolute majority; thesis acceptance (TS: Thesis Satisfactory), acceptance with correction (TI: Thesis Incomplete), renewal of the thesis defense (JR: Jury Repeat) or rejection (TR: Thesis Reject). The decision is communicated to the candidate verbally in a closed environment to the audience, in private and in writing, together with the relevant justifications, to the Directorate of the Institute with the relevant form within three working days following the date of the thesis jury.
- (11) Student whose thesis was found unsuccessful and rejected is dismissed from ARUCAD.
- (12) The student who was evaluated as "Thesis defense to be renewed", is required to complete the necessary corrections in accordance with the principles of the relevant article of this Regulation and shall defend the thesis within six months at the latest, preferably in front of the same jury. At the end of this defense, if the student's thesis is not accepted, the student will be dismissed from the Institute. If the thesis is defended for a second time, it is not possible to come up with the decision "Renewal of the Thesis Defense".
- (13) The theses, which have been corrected and accepted, are sent to the members of the jury after they are corrected within three months at the latest. The thesis is accepted when the jury members notify the Institute Directorate in writing that the requested corrections have been made and accepted.
- (14) Students who are not successful in the thesis are awarded a master's degree diploma without thesis upon their request, provided that the relevant provisions of this regulation are met.

30. PhD Diploma

- (1) Provided that other conditions are fulfilled, the student submits his/her doctoral thesis to the institute for a final similarity check. A "Doctoral Diploma" is awarded to the doctoral student who is successful in the final similarity checks and submits at least 3 bound copies of his/her thesis to the institute within one month from the date of the thesis defense and whose thesis conforms the required thesis structure. The IBD may grant a month extension for the submission of the thesis upon request. Students who do not fulfill the aforesaid conditions are not entitled for a diploma, cannot benefit from the rights granted to students until they fulfill the requirements, and are dismissed if the maximum period expires.
- (2) The "PhD Diploma" bears the name of the program the student is registered as approved by YODAK. Graduation date is the date on which the signed copy of the thesis is submitted by the examination jury commission.
- (3) Within three months from the submission of the thesis, a copy of the PhD thesis is sent to the university library and the YÖDAK directorate by the institute with the aim of contributing to the scientific research and relevant activities.

31. PROFICIENCY IN ART PROGRAM

General Principles

- (1) Proficiency in art is a doctoral equivalent higher education program aimed at the creation of an original work of art and a superior practice and creativity in music and performing arts.
- (2) The proficiency program in Arts consists of a total of twenty-one credits for students accepted with a master's degree with thesis and at least 240 ECTS credits, including at least seven courses, applications and studies such as thesis, exhibition, project, recital, concert, representation, in which one academic semester cannot be less than 60 ECTS. For students who have been accepted with an undergraduate degree, the program consists of at least 300 ECTS credits including fourteen courses with at least forty-two credits including applications and studies such as thesis, exhibition, project, recital, concert, representation.
- (3) Graduate courses can be selected from the courses offered in other higher education institutions with the recommendation of the relevant unit and the approval of the Dean's Office, and the approval of the other faculty/department or IBD. A maximum of two courses can be selected for students who gained admission with a master's degree, and a maximum of four courses for students who gained admission with an undergraduate degree.
- (4) Undergraduate courses to be taken by a proficiency in art student are not counted towards the proficiency in art course load and credit.

32. Application and Admission

- (1) In order to be eligible to apply for Proficiency in Art Program, the candidates must have an undergraduate or master's degree. The candidates who are applying with a master's degree, except for the graduates of fine arts faculties and conservatory graduates and equivalent programs of other faculties, are required to have achieved Verbal ALES score of at least 55 points and the candidates applying with an undergraduate degree are required to achieve Verbal ALES score of at least 80 points which is determined by the Senate's decision.
- (2) Applicants to the Proficiency in Art Program with an undergraduate degree must possess a minimum undergraduate general grade point average of 3 out of 4 or an equivalent point. ALES score, graduate grade point average and interview, talent exam, portfolio examination results can also be considered and evaluated in the admission of those candidates who will apply for the Proficiency in Art Program. The provisions related to this evaluation, for example, the reference letter that the candidates must provide for the application, the letter of intent stating why they would like to be

proficient in art, international standard exams and other similar documents are determined by the Senate.

- (3) The weight given to the ALES score in the evaluation process, which must be at least 50%, is determined by the Senate. Admission may also be granted based solely on the ALES score.

Applications for proficiency in arts programs from international students who are not citizens of the Republic of Turkey or the Turkish Republic of Northern Cyprus are processed under the provisions of the "Regulation on the Admission, Registration, and Transfer of International Students who are not Citizens of the Turkish Republic or the Turkish Republic of Northern Cyprus to Undergraduate, Associate Degree, and Graduate Programs of Higher Education Institutions" enacted under the Higher Education Law of the Turkish Republic of Northern Cyprus. The final decision on such applications is made by the Institute Directorate based on the opinion of the relevant department, taking into consideration the applicant's diplomas and transcripts. Evaluation criteria may include interviews, aptitude tests, or portfolio reviews. Additionally, applicants are required to submit a reference letter and an essay, written in the program's language, explaining their reasons for pursuing proficiency in arts education. (*Amendment; Senate No: 2024/06, Date: 26/09/2024*)

33. The Duration

- (1) Excluding the time spent in scientific preparation, the period of completion of the Proficiency in Art Program for those students who are accepted with an undergraduate degree is eight semesters, with a maximum completion period of twelve semesters, starting from the semester in which the courses related to the program which they registered commenced, regardless of whether or not they have registered for each semester. For those students who are accepted with a master's degree excluding the time spent in scientific preparation, the completion period is ten semesters and the maximum completion period is fourteen semesters.
- (2) The maximum time to successfully complete the credit courses required for the Proficiency in Art Program, is four semesters for those accepted with a master's degree with thesis and six semesters for those accepted with a bachelor's degree. During this period, the student who fails to successfully complete his/her credit courses or fails to achieve an overall GPA of at least 3.00 is dismissed from ARUCAD.
- (3) The student who successfully completed his/her credit courses and course applications, but was unable to complete his/her studies such as thesis, exhibition, project, recital, concert, representation by the end of the specified twelve or fourteen semesters, is dismissed.
- (4) Among the students who have applied to the Proficiency in Art Program with an undergraduate degree, those students who were unable to succeed in their thesis, may be awarded a master's degree without thesis upon their request, provided that they have fulfilled the necessary credit load, project and other similar requirements. However, this period is at least six semesters for a student who can graduate in a shorter period time, and for a student without a master's degree, it is eight semesters.

34. Appointment of Thesis/Work Supervisor

- (1) The unit conducting the program in which the student is enrolled, proposes a Faculty member from the university as supervisor for each student who provides consultancy in choosing courses, course applications practices, and carrying out thesis studies, exhibition, project, recital, concert, plays, as well as proposing the topic and title of the thesis, exhibition, project, recital, concert, representations which are jointly determined by a supervisor and the student, to the institute after the approval of the ethics committee and this proposal is finalized with the decision of the IBD. The supervisor is required to be appointed by the end of the second semester at the latest. In cases which the nature

of the proficiency in art studies requires more than one thesis supervisor, a second thesis advisor may be appointed.

- (2) In order to be able to manage events and assignments such as thesis study, exhibition, project, recital, concert, plays in the Proficiency in Art Programs, the supervisor is required to have managed at least one successfully completed master's thesis.
- (3) It is possible for the second thesis supervisor to be an academic other than the university staff, with a Doctorate or Proficiency in Art degree.

35. Qualification Exam

- (1) The Qualification Exam aims to measure the comprehensive knowledge-skill, synthesis and creativity abilities of the student who has completed his/her courses and seminars, on the subjects related to the thesis/work
- (2) In order for the student to be considered successful for the semesters in which s/he takes courses and eligible to take the Qualification Exam, s/he is required to have successfully completed all the courses in the total credit s/he is responsible for, including the seminar course.
- (3) Qualification Exams are administered twice a year, in the fall and spring semesters. However, a student who gained admittance with a master's degree is required to take the Qualification Exam by the end of the fifth semester at the latest, and a student admitted with a bachelor's degree by the end of the seventh semester at the latest.
- (4) Qualification Exams are organized and administered by the qualification committee in art, which consists of five permanent and one substitute members, recommended by the department chair in which the student is enrolled, and appointed by the IBD for a period of three years. The committee sets qualification exam juries in order to prepare, administer and evaluate exams in different fields.
- (5) The Qualification Exam juries consist of five faculty members.
- (6) The Qualification Exam is held in two parts, written/oral and practical. The student who succeeds in the written exam is eligible to take the oral and practical exam. The principles prepared in accordance with the recommendation of the relevant unit in which the program is carried out, and approved by the Senate, are applied in the calculation of the weights and grades of the exams. The proficiency jury evaluates the student's success in written/oral exams and decides with an absolute majority whether the student is successful or unsuccessful. The relevant Institute is informed about this decision with a report within three days following the Qualification Exam by the head of the unit of the main art branch.
- (7) The student who fails the proficiency exam, will take the exam again in the next semester. The student who fails in this exam is dismissed from the Proficiency program in Arts. The student who is unsuccessful in the Qualification Exam is eligible to sit the exam again the following semester. If a student who takes the Qualification Exam is unsuccessful for the second time, s/he is dismissed from the Proficiency in Art Program.
- (8) The Proficiency in Arts Committee may require a student who fails the proficiency exam to take an extra course/courses, provided that it does not exceed 1/3 of the total credit amount, even if s/he has completed the course load. The student is obliged to succeed in the courses to be determined by the decision of the relevant institute. Students who are unable to succeed in these courses are dismissed from the Proficiency in Art Program.
- (9) A student who gained admission to the program with an undergraduate degree and has successfully completed at least seven courses is eligible to transfer to the master's program. The student is required to meet the necessary requirements of the master's program s/he would like to transfer to. Whether the student will be exempted from the courses he/she has successfully completed, and how the grades and credits will be accepted in the case of exemption, are determined as specified in this regulation. The IBD is authorized to make decisions on matters that are not clearly stated.

36. Proficiency in Art Thesis/Work Monitoring Committee

- (1) For the student who is successful in the Qualification Exam, a Proficiency in Art thesis monitoring committee is formed within one month with the recommendation of the Unit Chair conducting the program which the student is enrolled in and the approval of the Institute Board of Directors.
- (2) Proficiency in Art thesis monitoring committee consists of three faculty members. The committee includes the supervisor, a member from the unit conducting the program in which the student is enrolled and a member outside the Unit. In the event of a second advisor, the second advisor can attend committee meetings if s/he wishes.
- (3) In the periods following the establishment of the Proficiency in Art Thesis Monitoring Committee, the committee members can be changed with the recommendation of the relevant Unit conducting the program and the approval of the IBD.

37. Defense of Proficiency in Art Thesis/Work Proposal

- (1) The student who successfully completed the Qualification Exam, orally defends the proposal for Proficiency in Art thesis/work, which covers the purpose, method and study plan of the thesis/work to be completed, before the Proficiency in Art Thesis/Work Monitoring Committee within six months at the latest. The student distributes a written report on the the Proficiency in Art Thesis/Work to the committee members at least fifteen days prior to the oral defense.
- (2) The Proficiency in Art Thesis/Work Committee, which evaluates the defense, decides with an absolute majority to accept, correct or reject the thesis/work proposal which is submitted by the student. The student is given one month to complete the corrections. At the end of this period, the committee decides to accept or reject the thesis/work proposal with an absolute majority and the Institute is informed about this decision within three days following the proposal of the thesis study by the unit chair conducting the program in which the student is enrolled.
- (3) The student whose thesis/work proposal is rejected, has the right to choose a new supervisor and/or thesis/work topic. In such cases, a new Proficiency in Art Thesis/Work Committee can be appointed. The student who would like to continue the program with the same supervisor is obliged to defend his/her thesis/work proposal within three months and the student who would like to change the the supervisor or topic of the thesis/work is obliged to defend his/her thesis/work within six months. The student whose thesis/proposal is rejected in his/her second defense is dismissed from ARUCAD.
- (4) The Proficiency in Art Thesis/Work Monitoring Committee convenes twice a year; once between January and June and once between July and December. The student submits a written report to the committee members at least one month prior to the meeting. The summary of the work completed and the work plan to be accomplished in the following year are indicated in this report. The student's thesis/work is evaluated as successful or unsuccessful by the committee. The student who is found unsuccessful twice in a row or three times intermittently and/or does not participate in the Thesis/Work Monitoring Committee is dismissed from the University.
- (5) A student who does not attend the thesis/work proposal defense within the time specified in the first clause without a valid excuse, is deemed unsuccessful and the thesis/work proposal is rejected.

38. Completion of the Proficiency in Art Thesis/Work

- (1) The student who prepares the thesis/work, orally defends his/her thesis, exhibition, project, recital, concert, play before the jury, explaining and documenting the results obtained in the exhibition, project, recital, concert, play in a text which is written in line with ARUCAD's thesis writing guidelines.
- (2) Before the defense of the Proficiency in Art thesis/work, the student is required to complete his/her thesis/work, with the necessary corrections if requested and submit it

to his/her supervisor. The supervisor submits the theses to the institute with the plagiarism software program report, stating that the thesis is defensible. In case plagiarism is detected in the report, the thesis is sent to the board of directors of the institute to be decided together with the justification.

- (3) In order for the student's thesis/work to be finalized, at least three theses/work monitoring committee reports must be submitted after the thesis/work proposal is accepted.
- (4) The student who completes the Proficiency in Art thesis/work submits the requested number of copies of the thesis to his/her supervisor. The supervisor documents his/her comments about the compliance of the thesis with the thesis writing rules in a report and submits the theses to the relevant institute through the unit where the program is carried out.
- (5) The Proficiency in Art thesis/work jury is appointed with the recommendation of the supervisor and chair of the unit conducting the program in which the student is enrolled, upon the approval of the institute board of directors. The jury consists of a total of five members including the supervisor, three of which are faculty members of the student's theses/work monitoring committee, and at least two of them are faculty members of another higher education institution. The relevant board of directors decides whether the supervisor has the right to vote. If the supervisor is not granted the right to vote, the jury is required to consist of six people. In addition, the second thesis supervisor can attend the jury but does not have the right to vote.
- (6) The members of the jury convene within one month at the latest from the date the theses/work or text is submitted to them and conducts the exam. The exam consists of the presentation of the Proficiency in Art thesis/work followed by a question-answer session. The exam is open to the attendance of lecturers, graduate students and experts in the field.
- (7) After the end of the exam, the jury, closed to the audience, will evaluate the student's performance in Proficiency in Art thesis/work such as theses, exhibition, project, recital, concert, plays as accepted (TS: Thesis Satisfactory), corrected acceptance (TI: Thesis Incomplete), renewal of the thesis defense (JR: Jury Repeat) or rejection (TR: Thesis Reject) with absolute majority. The decision is communicated to the candidate orally in an environment which is closed to the audience, and in writing, together with the justifications, to the Institute Directorate with the relevant form within three working days following the thesis jury.
- (8) Student whose theses is found unsuccessful and rejected is dismissed from ARUCAD.
- (9) The student, who was requested to renew his/her thesis/work for the second time, is required to defend his/her corrected thesis/work, within six months at the latest, preferably before the same jury, which will be reconstructed in accordance with the principles in the relevant article of this Regulation. At the end of the second defense, the student who is found unsuccessful and whose thesis is not accepted is dismissed from the Institute. In case the thesis is defended for the second time, it is not possible to make a decision to renew the defense again.
- (10) The theses, which have been corrected and accepted, are delivered to the members of the jury within three months at the latest. The thesis is accepted when the jury members notify the Institute Directorate in writing that the requested corrections have been made and accepted through the unit conducting the program in which the student is enrolled.
- (11) Students who are not successful in Proficiency in Art thesis/work such as thesis, exhibition, project, recital, concert, play are awarded a master's degree without thesis upon their request.

39. Proficiency in Art's Diploma

- (1) The student who is successful in Proficiency in Art thesis/work is awarded a diploma which determines the field according to the features of the art branch, and approved by the Higher Education Council, provided that other required conditions are met.

Graduation date is the date on which the signed copy of the thesis is submitted by the examination jury commission.

- (2) The student who submits at least three bound copies of the Proficiency in Arts thesis to the relevant institute within one month from the date of the thesis exam, is entitled to receive a Proficiency in Arts diploma, provided that other conditions such as being successful in the thesis defense, the final similarity check which is conducted by the institute are met, and the student's thesis is found appropriate in terms of structure. The Institute Board of Directors is authorized to extend the submission period of the thesis for a maximum of one more month, upon application. Students who do not fulfill these conditions are not entitled to receive their diploma, cannot benefit from the rights granted to the students, and they are dismissed from the institution if the maximum period expires.
- (3) Within three months from the submission of the thesis, a copy of the Proficiency in Art thesis is sent YODAK directorate by the relevant institute with the aim of contributing to the scientific research and relevant activities.

40. Thesis Supervisor's Leave from the University and Thesis Topic

(Amendment; Senate No: 2023/01, Date: 26/01/2023)

- (1) After the thesis proposal is approved, if the supervisor transfers to another university, resigns, or retires, a change of supervisor will not occur without the student's consent. If both the supervisor and the student wish to continue, they may proceed with their collaboration.
- (2) In cases where no mutual decision is reached, the student's request takes priority.
- (3) If there is a change of supervisor after the thesis proposal has been approved, the student may continue with the same thesis topic, provided they have the approval of the previous supervisor and/or acceptance from the new supervisor. In such cases, the name of the previous supervisor must be included in any outputs produced from the thesis.
- (4) In the event that a new supervisor is appointed due to extenuating circumstances, such as the death of the previous supervisor, the student may continue with the original thesis topic under the guidance of the newly appointed supervisor.
- (5) If the previous supervisor does not approve the continuation of the same thesis topic, the institute will evaluate the situation on a case-by-case basis, taking into account the student's methodological approach, data collection, data analysis, and other contributions to the research, as well as how closely the research objectives have been achieved. The institute will then decide whether the research topic should be changed.

41. Miscellaneous Provisions

- (1) Registration, leave of absence and similar procedures concerning graduate students are carried out in accordance with the "Arkin University of Creative Arts and Design Statutes, Regulations and Guidelines".
- (2) Other relevant provisions of ARUCAD legislation are valid for issues which are not clearly stated in this regulation. The Institute Board is authorized to finalize issues that are not mentioned anywhere.
- (3) Except for master's programs without thesis, it is not possible to enroll and pursue studies in more than one graduate program at the same time.
- (4) In case of disasters and epidemics, upon request, graduate education students who are at the thesis stage may be granted an additional period of one semester. If they apply for extension for the second time, in consideration with the stage of the disaster or epidemic, this period may be extended for one more semester, at most two semesters. These additional periods are not counted for the maximum period duration of education.

42. Enforcement

This regulation shall come into force from the date of its approval by the Senate of Arkin University of Creative Arts and Design.

43. Execution

The provisions of this regulation are executed by the Rector of Arkin University of Creative Arts and Design.