TED UNIVERSITY

RULES AND REGULATIONS GOVERNING THE GRADUATE STUDIES
(Senate:2015/4 30/04/2015)

PART I – General Provisions

Aim

Article 1- The aim of this regulation is to regulate the rules and procedures regarding the graduate studies carried at TED University.
The graduate studies are comprised of graduate studies, masters with thesis and master without thesis programs.

Scope

Article 2- This regulation comprises the graduate studies offered by TED University and the educational activities, scientific research and implementation practices these programs require.

Organization of the Institutes

Article 3- (a) The Institution Manager is assigned by the TEDU Rector for three years.
(b) Institute Board: The Institute Board, Institute Manager and the heads of the units which function under the institutes and the program directors. The Institute Manager is the chairperson of the board.
(c) The Institute Administrative Board is comprised of the Institute Manager and 4 other members designated by the Institute Board. The chairman of the Administrative Board is the Institute Manager.
(d) Program Directors: There is at least one director of the graduate study programs which operate under the institutes. If the program is operated jointly by more than one faculty, the institute board designates co-directors from each faculty. The program directors are assigned for 3 years.

Program Structure

Article 4- (a) Master with thesis programs are comprised of courses, thesis and thesis dissertation; master without thesis programs are comprised of courses and dissertation. This regulation defines the credit as the local credits which refer to face to face education. In order to indicate the Bologna adjustment the ECTS values are also indicated.
(b) Master with thesis programs are comprised of 7 courses equal to 3 credits (7.5 ECTS), seminar courses (code XX 591) which are regarded as P/F with 3 credits (30 ECTS). The total credit requirement of master with thesis programs is 27 and the ECTS value is 90. The courses coded with 591 and 592 are carried by the thesis advisor. The evaluation of 591 is made by the thesis advisor and the evaluation of 592 is done by the institute manager.
(c) The master without thesis programs are comprised of 10 courses equal to 3 credits (7.5 ECTS) and a dissertation project regarded as P/F (code XX590) equal to 3 credits (15 ECTS). The total credit requirement for master without thesis programs is 33 equal to 90 ECTS. The evaluation of 590 dissertation project is done by the project advisor.
(d) The total credit for graduate study programs compulsory courses do not exceed the half of the credit value of the respective program.
(e) The education is based on the semester principal.
(f) The medium of instruction is defined during the respective program’s proposition period.

PART II – Rules and Regulations Governing The Educational Activities

Application to Programs

Article 5- (a) The candidates who apply for graduate studies are obliged to have an undergraduate diploma. The candidates who apply for master with thesis programs are obliged to have received the minimum grades from the Academic Personnel and Graduate Education Exam (ALES), designated by the respective institutes individually for each program.
(b) The exams indicated in Appendix 1 announced by the Higher Education Council as equivalent to ALES and their equivalent grades can substitute ALES.
(c) Foreign students and Turkish citizens who reside abroad, may apply with the result of Graduate Record Examinations (GRE), Graduate Management Admission Test (GMAT) which can substitute ALES and their equivalent grades can substitute ALES.
(d) The Senate designates the master without thesis programs where ALES is not a pre-condition. i
(e) The candidates who apply to graduate programs where the medium of instruction is English, are obliged to certificate their proficiency in English as announced by the English Language School.
(f) The graduates of higher education institutions where the medium of education is %100 English are considered to have proven their English language proficiency.
Other required qualifications for graduate study applications are designated by the Institute Board with the consultancy of the respective program directors. To this end, graduation grade point average of the candidates might be limited with a lower bound.

All the required application documents are announced by the Institute Administrative Board until the end of May for the Fall semester and until the end of November for the Spring Semester. The application deadlines are designated by the Institute Administrative Board in line with the University’s academic calendar.

Except voluntarily disenrollment, the students who are dismissed from the graduate study programs they were registered to, can not apply to the same program.

**Admission**

**Article 6**

(a) The Institute Administrative Board establishes a separate commission for each graduate program composed of the program director or a faculty member assigned by the director with at least 3 members in order to evaluate the applications. These commissions evaluate the previous education, academic success, exam results indicated in Article 5 and the English language proficiencies (for programs in English) of the applicants and decide which candidates will be called for an interview. The commissions evaluate the interview results and documents of the applicants and submit their acceptance recommendations to the institute.

(b) The students who meet all the acceptance conditions but can not certificate their English language proficiency in time are accepted to the program provisionally. The provisional acceptance criteria are designated and announced by each program separately. The students who are provisionally accepted can register to courses. The students who certificate their language proficiency until the beginning of the final exams of the respective semester are no longer considered as provisional students. Those students who can not certificate their English language proficiencies until the indicated deadline, are considered as “special student”. The tuition fee paid by these students is not reimbursed.

(c) The students who are accepted to programs in English but could not certificate their English language proficiencies, having met all the other requirements, can register to the English Language School Program in order to develop their language skills.

(d) If found necessary by the respective commission, providing that they meet the minimum conditions indicated in the Graduate Education Regulation published by the Intercollegiate Council, some students can be accepted to the graduate programs on condition that they follow the scientific proficiency graduate program. The students who are accepted to graduate programs on this condition register primarily to the Scientific Preparation Program.

(e) The acceptance and denial recommendations of the commissions are evaluated and finalized by the Institute Administrative Board. The courses to be followed by the students who will register to the Scientific Preparation Program are designated by the graduate studies program direction and approved by the Institute Administrative Board at the acceptance stage.

(f) The students who voluntarily disenroll before completing the graduate program can apply to the same program again and if accepted the previously acquired credits from the program are approved by the Institute Administrative Board. The period of time calculated by dividing the total credits into six due to the courses considered valid for the new program is reduced from the period of education.

**Registration**

**Article 7**

(a) the first registration procedures of the students are regulated according to the below mentioned rules:

i. The deadline for registration is announced in the same announcement together with the exam results. The students who want to register to the program are responsible for completing the required procedures within this period of time.

ii. The first registration of the students who are accepted to the graduate programs is operated by the Registrar’s Office.

iii. The registration pre-requirements for the students who are accepted to the graduate programs are mentioned below:

iv. Having acquired a graduate degree diploma.

v. For foreign students, no obstacle of student visa.

vi. Having fulfilled the pre-conditions announced by the university.

vii. For registration the originals of the documents and the copies approved by the university are accepted. Concerning the military service and criminal record, the declaration of the candidate is considered valid. These students are not entitled to the student status and can not benefit from the educational rights.

viii. A student identity card is issued for students who have completed their registration procedures. The identity card comprises the credentials of the student.
ix. The students who do not complete their registration procedures within the given time, are considered to have renounced from their educational rights and they can not claim any rights.

(b) Semester/Course Registrations
i. The students are responsible for renewing their registrations within the period announced in the academic calendar.
ii. The students who complete their registrations within the interactive dates, can make add/drop operations, withdraw or group change within the indicated dates. The students who are granted an extension of time are obliged to renew their registrations within the indicated dates.
iii. The students who can not complete their registration procedures on time, can apply for registration until the end of the add/drop period after having submitted their justifications to the respective program directorate. The registration of the students whose justification is considered valid by the directorate is renewed by the Registrar’s Office.
iv. The students are responsible for paying the tuition fee of the program. The first payment for the first 6 credits of the program is reduced from the minimum wage they have paid during the registration process.

v. The students are responsible for paying the total credit fee of the semester in question within the 15 days following the add/drop period. Otherwise, if they fail to fulfill the financial obligations they are dismissed from the registered courses.

English Language School Program
Article 8- (a) The students who can not begin their graduate studies due to lack of English language proficiency follow the TED University English Language School Program in line with the regulations indicated in the ELS Rules and Regulations. However, the maximum period of the English Language School program for graduate students is one year. Those who can not complete the program in one year, can not begin their academic programs until they certificate their language proficiency.
(b) The period spent in the English Language School program is not included in the graduate study period.
(c) The scientific preparation courses and the graduate program courses can not be followed unless the student meets the conditions indicated in Article 5.

Scientific Preparation Program
Article 9- (a) The students who are registered to the Scientific Preparation Program are obliged to follow the scientific preparation courses approved by the Institute Administrative Board. In order to successfully complete the Scientific preparation Program, the students are obliged to complete all the scientific preparation courses within two semesters with minimum grade CC and achieve a grade point average of 3.00. The students who do not achieve CC or above grades by the end of two semesters and those who do not achieve the minimum 3.00 grade point average are dismissed from the graduate program. The courses followed in the scope of Scientific Preparation Program are not ranked as graduate program credits and the grades are not included in the calculation of the graduate study grade point average.
(b) The students in the Scientific Preparation Program, can follow the courses of the graduate program courses upon the recommendation of their consultants and the approval of the Institute Administrative Board. The grades and point averages of these courses are evaluated separately. For registration to graduate program courses included in the syllabus, the students must receive the approval of the Institute Administrative Board until the end of add/drop period of the respective semester. The program courses followed by students who successfully complete the Scientific Preparation Program are ranked as program courses and their grades are included in the calculation of the student’s general grade point average but not in the calculation of the grade point average of the respective semester. The total credit of the syllabus courses followed during the Scientific Preparation Program can not exceed ¼ of the total credit of the respective graduate program.
(c) The students can not follow courses except those approved by the Institute Administrative Board and those included in the Scientific Preparation Program.
(d) The period spent in the Scientific Preparation Program is not ranked within the period of the graduate program.

Special Students
Article 10- The graduates of higher education institutions or those registered to the other higher education institutions can be accepted to graduate program courses as special students with the approval of the Institute Administrative Board. The students who follow the courses as special students can not benefit from the student rights however they receive a document which certifies the courses they follow and the grades they achieve.

Transfer between the programs with and without thesis
Article 11- (a) The students can apply for transfer between the master programs with thesis and without thesis of the same graduate program. To transfer from a program without thesis to a program with thesis, ALES is a pre-condition.

(b) The transfer applications are evaluated by the Institute Administrative Board after having consulted the respective program director and the student consult. The time spent in either of the programs of the same field count valid for the transferred program’s period. The adaptation of the students whose transfer are approved is done by the Institute Administrative Board.

Acceptance through lateral transfer
Article 12- (a) Students of other universities or TEDU students from other graduate programs can apply for lateral transfer to another program in TEDU. The students have to fulfil the pre-conditions indicated in the Article 5, have followed the courses of their current program for at least one semester and have achieved at least 3.00 grade point average. The transfer applications are evaluated by the Institute Administrative Board under the consultancy of the program director.

(b) The time spent in the previous program are considered valid for the new program. The courses to be transferred to the new program are designated by the Institute Administrative Board under the consultancy of the program director. The total exempted credits/6 of the transferred credits are deducted from the new program duration.

Academic Consultant
Article 13- (a) In the master programs with thesis the respective program directors propose one consultant within the faculty members of that program. The thesis advisor is assigned upon the decision of the Institute Administrative Board. The thesis advisor also undertakes the responsibility of the academic consultant role.

(b) The respective program directorate assigns one academic consultant for each student studying under a master without thesis program.

(c) The academic consultant assists the student in defining the courses to be chosen, administering the dissertation Project and operates his/her graduate studies. If the nature of the graduate program requires more than one academic consultant, a joint consultant can be assigned.

Program Syllabus and the Courses
Article 14- (a) The graduate programs to be offered by TED University are regulated according to the rules indicated in the Article 4.

(b) The courses which the students will follow are defined with the approval of the academic consultant. If the student wishes to follow a course offered by another higher education institute, the evaluation of the proposal is done by the Institute Administrative Board according to the justified recommendation of the academic consultant and the opinion in favour of the respective program director.

(c) The students who are accepted to graduate programs can demand for ranking of the courses they have successfully completed in other TEDU programs as valid for their compulsory course obligations. The final decision on the matter is given by the Institute Administrative Board until the end of the second semester in the program with the consultancy of the respective program director. The courses followed in TEDU are transferred together with the grades and credits achieved.

(d) Previously followed courses in TEDU under special student status and the total credits which might be followed in other higher education institutions can not exceed the 1/3 of the total course load of the respective program.

(e) The students can follow additional courses apart from their own program. These courses are indicated with NC and are shown in the transcript but are not included in the calculation of the grade point average.

Evaluation, Grades and Signs
Article 15-
(a) The level of success of the students are defined by the respective faculty member according to the results of the mid-terms and practices and the final exams. The students are graded with one of the grades which are defined in the undergraduate rules and regulations. For students who have ongoing thesis studies TP (thesis in progress) sign is used. The graduate program students can withdraw from maximum 3 courses during the program. The semester grades are valid when submitted to the Student Registrar’s Office.

b) The students who do not show sufficient class attendance or those who do not participate the evaluations, mid-terms and final exams are graded with FX.

(c) The students who receive grades below CC repeat these courses if compulsory or follow another compulsory course. The failed courses followed during the fall or spring semester are not obliged to be repeated if available in the summer school period.
d) The students are responsible for attending the classes, laboratory and implementation practices and other activities required by the faculty member of the respective course. The class attendance of the student is monitored by the respective faculty member. Including the certificated leave due to health problems and disciplinary penalties, the student who do not fulfil the class attendance rules for any reasons, are considered unsuccessful and graded with FX.

Other symbols used for grading

ARTICLE 16-
(a) The symbols other than the letter grades indicated in the Article 15 of this regulation are listed below:
NC (Non-Credit), The letter “NC” (Non-Credit) indicates completed courses which are not included in the calculation of grade point average.
NP (Not Present) The letter “NP” (Not Present) indicates students who did not take the final exam.
TI (Thesis Incomplete), indicates students who did not fulfil the assignments, projects defined by the faculty member at the beginning of the semester with justified excuses. The incomplete studies in question are compensated one week before the registration period of the next semester. The TI which is not compensated within the indicated time is transferred to TP.
R (Repeat) indicates the repeated courses.
W (Withdrawal), indicates that the student has withdrawn from a course within the withdrawal period mentioned in the academic calendar.

The stages of education, Duration of Education and Deferred Students

ARTICLE 17- (a) The maximum duration of master with thesis and without thesis programs is 3 years including the periods of absence of leave.
(b) The students who do not complete the graduate program within the maximum time span can register to courses on the condition that they pay the tuition fee in the following years. For master program with thesis, it is obligatory to register to the thesis course in the respective semester. It is not necessary for students to register or apply for absence of leave during the semesters they do not follow the classes or make thesis dissertation.

Preparation and finalization of the master’s thesis

ARTICLE 19- (a) The students registered to master with thesis programs, follow the thesis courses starting from the beginning of the 3rd semester. The master’s thesis is evaluated by a jury composed of 3 members assigned by the Institute Administrative Board one of which is the thesis advisor of the student. In addition to these members, the second thesis advisor of the student (if available) can be present during the dissertation. The thesis dissertation is made within a week at the earliest and within a month at the latest following the submission of the thesis copies to the members of the jury and the institution directorate. The jury evaluates the dissertation as “accepted”, “revision” or “denied”. This decision is submitted officially to the institute directorate within three days following the thesis dissertation by the respective program director.
(b) The students whose thesis studies are ongoing are graded with “TP (thesis in Progress)”, those who have successfully completed their dissertations are graded with “P (Pass)”. 
(c) If there is a decision of adjustment about the grade of the thesis (TP) makes the required adjustments within three months maximum and the thesis is re-evaluated by the same jury. If the dissertation is still denied, he/she can no longer benefit from the granted scholarship.
(d) The student whose thesis is accepted is responsible for submitting the copies of the thesis to the institute directorate within maximum one month following the dissertation. After having the thesis signed by the respective institute director, the student submits the official report to the Student Registrar’s Office and is entitled with the master’s degree.

Graduation from the Master with Thesis Program

ARTICLE 20- (a) In order to graduate from the master with thesis program all the courses of the program syllabus should be successfully completed, the grade point average should be minimum 3.00 and the thesis dissertation should be accepted by the jury. In addition, the required copies of the thesis should be submitted to the institute directorate and the student should have fulfilled all the financial obligations.
(b) The students who meet the pre-conditions indicated in Article 19 (a) are defined as a “Graduate” and are entitled with the “Masters Degree Diploma”.
(c) The students whose thesis is denied on the condition of completing the pre-conditions of an ongoing master program without thesis (e.g. completing the credits and/or dissertation projects) are entitled with a master without thesis program diploma upon their request.

ARTICLE 21- The students of master programs without thesis are obliged to follow the semester dissertation project course and submit a written semester Project at the end of the semester. The students who do fail from the project course re-register the Project course the following semester.
Graduation from the Master Program without Thesis

**Article 22-** In order to graduate from the master program without thesis the students are obliged to successfully complete all the courses of the syllabus and the dissertation Project, and achieve a grade point average of minimum 3.00. The graduates are entitled with the “Master Program without Thesis Diploma”.

**PART III – Other Provisions**

**Tuition Fees and Scholarships**

**Article 23-**

(a) The students are responsible for paying the tuition fee of minimum 6 credits in the first registration. The tuition fee paid for the first 6 credits is absorbed from the tuition fee the student has paid during the first registration.

(b) The students are responsible for paying the required fee in line with the credit of the registered course.

(c) The students who receive partial scholarship pay the tuition fees for the first registration/semester in line with their scholarship ratio.

(d) The students who receive full scholarship are not expected to pay tuition fee in order to activate the student status. They can register to the program providing the required documents.

(e) The scholarship status of the student continues until the end of the maximum time span defined by the Institute Administrative Board as long as they meet the achievement requirements.

(f) The Institute Administrative Board can decide to cut the scholarship of a graduate program student due to disciplinary causes, plagiarism or similar reasons.

(g) The students who follow the English Language School program pay the same tuition fee as the graduate program students.

(h) The students who are accepted to Scientific Preparation Program are obliged to pay the tuition fee of the registered program.

(i) The students who follow courses with the special student status are responsible for paying the tuition fee of the courses they follow.

**Leave of Absence**

**Article 24-**

(a) Except the students in sustained status, all the students are obliged to renew their registrations each semester. The application of leave of absence is evaluated by the Institute Administrative Board with the consultancy of the academic consultant and the program director. The leave of absence is allowed for one semester at once and can be prolonged in line with the mentioned rules and regulations. For students entitled with a scholarship, the period of leave of absence is included in their scholarship status. The students on leave of absence can not register to courses and if they follow courses from other higher education institutions the received credits can not be transferred to TED University. The student registrations are renewed each semester after the registration to the courses of the respective semester. The students who do not renew their registrations without applying for leave of absence are dismissed from the program.

(b) The students on leave of absence are responsible for paying the tuition fee for 2 credits of the respective semester.

**Provisions which are not included in the regulation**

**Article 25-** For provisions which are not included in this regulation the imperative provisions of Higher Education Undergraduate Rules and Regulations published by the Intercollegiate Council and the TED University Undergraduate Rules and Regulations are valid.

**Validity**

**Article 26 –** This regulation is valid starting from its approval by the TED University Board of Trustees and publication.

**Execution**

**Article 27 –** This regulation is executed by the TED University Rector.

**i University Senate Decision 18.02.2016 t- No. 2016/3:**

a) For applications to TEDU Physical Sciences Institute Engineering Administration Master Program without Thesis, the candidates who have professional experience more than 5 (five) years,

b) For applications to TEDU Institute of Educational Sciences Administration of Educational Institutions Master Program without Thesis, the candidates are not obliged to present the ALES certificate.