



**İSTANBUL OKAN UNIVERSITY
POST-GRADUATE EDUCATION-
INSTRUCTION
AND EXAMINATIONS
REGULATIONS**

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SECTION ONE

Aim, Scope, Grounds and Definitions

Aim and scope

ARTICLE 1 – (Changed expression:OG-19/12/2019-30983)The aim of these Regulations is to set the principles and procedures of the post-graduate educational processes and examinations offered by the Institutes of İstanbul Okan University

(2) (Changed expression:OG-19/12/2019-30983)These Regulations cover the clauses pertaining to the Master’s, Doctorate and Artistic Proficiency programs offered by the Institutes of İstanbul Okan University.

Ground

ARTICLE 2 – (1) These Regulations are based on Articles 14 and 44 of the Higher-Education Law, 2547, dated 4 November 1981.

Definitions

ARTICLE (3)– (1) The terms contained in the present Regulations denote the following definitions:

- a) ECTS:** European Credit Transfer System;
- b) ALES:** Standardized test for academic personnel and post-graduate education;
- c) Departments Section/Arts Departments Section:**The Departments Section/Arts Departments Section with post-graduate program in the Institute, reporting to the Institute;
- ç)Departments Section Chairperson/Arts Departments Section Chairperson:** The Departments Section Chairperson/Arts Departments Section Chairperson of the related Institute;
- d) Institute:** **(Additional expression:OG-19/12/2019-30983)**The Institutes of İstanbul Okan University offering post-graduate education;
- e) Institute Board:** **(Additional expression:OG-19/12/2019-30983)**The Institute Board of İstanbul Okan University offering post-graduate education;
- f) Institute Administrative Board:****(Additional expression:OG-19/12/2019-30983)**The Institute Administrative Board of İstanbul Okan University offering post-graduate education;
- g) Plagiarism:** Showing, in full or in part, the ideas, methods, data or works of other people as one’s own without making proper reference;
- ğ)Directorate:** Directorate of Institution;
- h) ÖSYM:** Student Selection and Placement Center;
- ı) Rectorate:** **(Additional expression:OG-19/12/2019-30983)**İstanbul Okan University Rectorate;
- i) Senate:** **(Additional expression:OG-19/12/2019-30983)** İstanbul Okan University Senate;
- j) University:** **(Additional expression:OG-19/12/2019-30983)** İstanbul Okan University;

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**SECTION TWO
Post-Graduate Programs**

General principles

ARTICLE 4 – (1) The Master’s programs are offered in two types as “with a thesis” and “without a thesis”. The Institute Board recommends which programs of which Departments Section / Arts Departments Section are to be offered on which type to the Senate, which makes the final decision and makes the announcement. The principles as to the conditions of transfer between “with a thesis” and “without a thesis” programs are determined by the Institute Administrative Board.

(2) Post-graduate distant education programs can be opened to offer education based on information technologies without a compulsory presence of the instructor and students at the same place. The fields that can be opened for distant education, the courses along with their credits and ECTS’s, the preparation of their materials, the way their examinations are given, the protocols to be done for this purpose between the higher-education institutions, and other issues related to distant education are determined by the Council of Higher-Education (YÖK)

Applications and admissions

ARTICLE 5 – (1) In order for the candidates to apply for a Master’s program, a Bachelor’s Degree diploma and an ALES score to be specified by the Senate not less than 55. Nonetheless, ALES scores are not required for the candidates of Departments Sections / Arts Departments Sections of the faculties of fine arts and the Conservatoire.

(2) ALES score is not required for the applications for “without a thesis” programs. When required, the score is determined by the Senate.

(3) The principles of the application of the candidates who are still undeOGraduate students but in their graduation process, the contribution of ALES score to the final grade to a ratio of not less than 50%, and other issues are determined by the Senate.

(4) Institutes can admit students wholly on ALES scores only or undeOGraduate GPA, written test to assess scholarly readiness and/or oral exams as well.

Master’s studies with a thesis

ARTICLE 6 – (1) A Master’s “with a thesis” program (henceforth “M+T”) aims to gain the student the ability to reach, gather, interpret and evaluate knowledge through scientific research methods.

(2) An M+T program is consisted of at least 7 courses and a seminar course and a thesis study, all pertaining to the total credits of not less than 21. The seminar course and thesis study are non-credit courses and assessed as pass or fail. An M+T program is composed of not less than 60 ECTS per semester, not less than 120 ECTS in total, at least 8 courses including the Seminar Course, and a thesis study. Students should complete enrollment for each semester during the thesis term as of the semester after the assignment of Supervisor.

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(3) Not more than 2 of the courses the students can take may be selected from undeOGraduate courses on the provision that those courses are not taken during undeOGraduate education. Also, not more than 2 courses can be taken from other higher-education institutions upon recommendation by Departments Section / Arts Departments Section and approval of Institute Administrative Board.

(4) M+T programs can also be offered as evening/weekend classes.

Duration of studies

ARTICLE 7 – (1) The duration of an M+T program is, excluding the time spent in scholarly preparation, without regard to whether any enrollment is done or not, and starting from the semester in which the courses of the registered program are given, 4 semesters, which can be extended to 6 semesters at the most.

(2) The students who cannot complete the credit-courses in the curriculum and the Seminar Course, or who cannot meet the minimum success requirements, or who fail the thesis study, or who cannot stand before the thesis defense jury are dismissed from University.

(3)(**Changed:OG-20/05/2023-32196**)Students who have previously received a master's degree and are accepted for course adjustment can choose the thesis course regardless of the semester they are in, provided that they complete the credit loads and the seminar course stipulated in the curriculum, and they can graduate before the period determined by the decision of the institute board.

Appointment of a thesis supervisor

ARTICLE 8 – (1) In an M+T program, the Departments Section Chair / Arts Departments Section Chair submits a professor as the thesis supervisor by the end of the first semester at the latest and the thesis topic which the student specifies together with the supervisor by the end of the second semester at the latest to the Institute. The supervisor and thesis topic get in effect upon approval by the Institute Administrative Board.

(2) The thesis supervisor can be nominated from among the academicians who hold the qualifications set by the Senate. If no academicians are found in University to meet the required qualifications, an academician from another university can be nominated according to the principles set by the Senate. If the thesis study requires more than one supervisors, the second supervisor can be nominated outside the University faculty from among the persons holding at least a PhD degree.

Finalizing the Master's thesis

ARTICLE 9 – (1) A student of an M+T program writes the results obtained in a style specified by the Institute Board and defends the thesis before a jury orally.

(2) The student submits the thesis to the supervisor prior to the jury defense and, for the theses of revision judgment, along with the revisions made. The supervisor submits the thesis to the Institute along with a letter of approval for readiness for defense before a jury. Institute sends the plagiarism report of the thesis taken from relevant software to the supervisor and jury members. If

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plagiarism is proven by the data in the plagiarism report, the case is directed to the institute administrative board for judgment.

(3) The Master's Defense Jury is appointed by the institute administrative board approval after the nomination by the supervisor and Departments Section Chair / Arts Departments Section Chair. The Jury is comprised of 3 or 5 professors, one of whom is to be the thesis supervisor and at least one of whom is to be from another university. If the Jury consists of three people, the second supervisor may not be a jury member.

(4) The student who has completed the thesis study presents the required number of copies of the thesis to the thesis supervisor, who sends the copies to the Institute via the Departments Section Chair/ Arts Departments Section Chair along with a letter approving of the suitability of the thesis to the writing criteria. The Institute, having affirmed the student's fulfilment of academic requirements and financial obligations, organizes the Jury.

(5) The jury members meet, within a maximum period of one month from the date the copies of the thesis are delivered to them, and give the student the thesis examination. The thesis examination consists of the presentation of the thesis study and subsequent question and answer stages. The thesis examination is held open to an audience of academicians, post-graduate students and field specialists.

(6) After the completion of the thesis examination, the Jury gives its decision as "accepted", "rejected", or "revision" by the majority of votes, which is to be submitted, in the meeting minutes, to the Institute within the 3 days that follow the thesis examination.

(7) The student whose thesis is found unsuccessful and thus rejected is dismissed from University.

(8) The student whose thesis is found to need revision completes the revisions within 3 months and defends his/her thesis before the same jury. If the student's thesis is found unsuccessful and rejected, the student is dismissed from university.

(9) If the student whose thesis is rejected submits a request, the student can be given a diploma of Master's "without a thesis" on the provision that the student have completed the credit load, project report, and all the other requirements of the Master's "without a thesis" program.

Diploma

ARTICLE 10 – (1)(Changed:OG-20/05/2023-32196) The master's thesis must be bound, provided that if it is applied as a graduation requirement, with the authority to implement it under the head of the institute's department to make a national or international publication (including congress proceedings), to be successful in the thesis exam and to meet other conditions required for graduation as determined by the Senate. The graduate student who submits at least three copies of the thesis to the institute within one month from the date of entry of the thesis exam and whose thesis is found to be suitable in terms of form, is given a master's degree diploma with thesis.. Institute Administrative Board may extend the thesis submission period for no more than one more month. The student who has not satisfied all those conditions may not receive the diploma, benefit the studentship rights, and is dismissed from University at the end of the total duration of post-graduate education.

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(2) On the Diploma is written the YÖK-approved title of the program in the Departments Section / Arts Departments Section. Date of Graduation is the date on which the signed copy of the thesis is submitted by the thesis examination committee.

(3) A copy of the thesis is delivered to the Chairperson of YÖK in electronic format by the Institute for scientific research and activities within three months after the submission of the thesis.

Master’s studies without a thesis

ARTICLE 11 – (1) A Master’s “non-thesis” program (henceforth “MNT”) aims to gain the student the knowledge in professional issues and show him/her how he/she can use it in actual practice.

(2) An MNT program is consisted of at least 10 courses and a term project, all pertaining to the total credits of not less than 30 and ECTS of not less than 60. The student has to enroll in the Term Project Course in the semester in which the course is to be taken and submit a written project and/or report at the end of the semester. The Term Project Course is non-credit and assessed as Pass or Fail.

(3) Not more than 3 of the courses the students can take may be selected from undeOGraduate courses on the provision that those courses are not taken during undeOGraduate education.

(4) A proficiency examination can be given at the end of the MNT program according to the principles set by the Senate.

(5) MNT programs can also be offered as evening/weekend classes.

Duration of studies

ARTICLE 12 – (1) The duration of an MNT program is, excluding the time spent in scholarly preparation, without regard to whether any enrollment is done or not, and starting from the semester in which the courses of the registered program are given, at least 2 semesters and at the most 3 semesters. The student who is assessed to be unsuccessful at the end of this period and cannot complete the program is dismissed from University.

(2) **(Added:OG-20/05/2023-31296)** Students who have previously received a master's degree and have been accepted for course adjustment can choose the project course regardless of the semester they are in, provided that they complete the credit loads stipulated in the curriculum, and graduate before the period determined by the decision of the institute board."

Appointment of an advisor

ARTICLE 13 – (1) In an MNT program,the Departments Section Chair / Arts Departments Section Chair appoints, by the end of the first semester at the most, a professor or an instructor with a PhD the qualities of whom are specified by the Senate as the student’s advisor to guide the student with course selection and project writing.

Diploma

ARTICLE 14 – (1) The student is granted a Master’s “without a thesis” Diploma upon completion of the credit courses and the Term Project.

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(2) On the Diploma is written the YÖK-approved title of the program in the Departments Section / Arts Departments Section. Date of Graduation is the date on which the signed copy of the thesis is submitted by the thesis examination committee

(3) Those who are in an MNT program can be transferred to an M+T program on the provision that they meet the conditions for the M+T program they apply for. In this case, the courses taken at the MNT program can be adopted for the courses at the M+T program by the decision of the Institute Administrative Board.

**SECTION THREE
Doctorate Program**

General principles

ARTICLE 15 – (1) A Doctorate Program aims to gain the student the ability to do independent research, to reach comments, analyses and syntheses upon scrutiny of scientific problems from a wide and deep perspective

(2) For the students admitted after their M+T degrees, a Doctorate Program is consisted of at least 7 courses, Seminar, comprehensive examination, dissertation prospectus and dissertation study all pertaining to the total credits of 21 and at least 60 ECTS per semester and at least 240 ECTS total. For the students admitted after their Bachelor’s degrees, it is consisted of at least 42-credit 14 courses, Seminar, comprehensive examination, dissertation prospectus and dissertation study all pertaining to at least 300 ECTS.

(3) Upon recommendation by Departments Section / Arts Departments Section and approval of Institute Administrative Board, the students admitted after their Master’s degress can take not more than 2 courses from other higher-education institutions and the students admitted after their Bachelor’s degrees can take not more than 4 courses from othe higher-education institutions

(4) UndeOGraduate courses may not be counted for the credit load and doctorate credit.

(5) Doctorate programs may not be offered as evening/weekend classes.

(6) The dissertation to be prepared as the result of the doctoral studies is expected to satisfy at least one of the conditions of novelty in science, development of novel scientific methodology, and applying known methodology to a novel area.

Applications and admissions

ARTICLE 16 – (1) The candidates should meet the following requirements to apply for a Doctorate program:

a. They should have a Master’s “with thesis” diploma and an ALES score of not less than 55 determined by the Senate in the score type of the program the candidates apply for.

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b. For the medical school, faculty of dentistry, veterinary faculty, faculty of pharmacy and preparatory classes, they should have a Bachelor's diploma of at least 10 semesters or specialization authority earned in a laboratory field according to the criteria set by the Ministry of Health, and an ALES score of not less than 55 determined by the Senate in the score type of the program the candidates apply for.

c. For those who apply after a Bachelor's degree, their undeOgraduate GPA should be at least 3.00 out of 4.00 or equivalent and an ALES score of not less than 80 determined by the Senate in the score type of the program the candidates apply for. The Doctorate applicants are graded, for admission, on written scholarly examination and/or interview along with the ALES score and the Master's GPA score of those who apply after a Master's degree. The final grade of the doctoral applicant for admission is specified by the addition of the ratios of ALES or its equivalent, scientific assessment examination score, interview score, Bachelor's and/or Master's GPA and such criteria. The ratios of those criteria are determined by the Senate, while it is at least 50% for ALES.

(2) Those who have studied Bachelor's programs of 10 semesters excluding the preparatory classes are accepted to have a Master's degree.

(3) The equivalent scores announced by YÖK as equivalent to ALES can be increased by the Senate decision.

(4) ALES score is not required for admission to the Departments Sections / Arts Departments Sections of the faculties of fine arts and the Conservatoire. Nonetheless, ALES score can be required by the Senate decision. If required, minimum ALES score is determined by the Senate.

(5) For admission to Doctoral programs, applicants should have at least 55 points as the standardized language test score for a language other than their first language, obtained from the institutions and examinations the equivalence of which is approved of by YÖK. The Senate can increase the minimum scores according to the qualities of the programs.

(6) For applications to doctoral programs in basic medical science, those who have graduated from a Faculty of Medicine should have a Bachelor's degree, a basic medical score determined by the Senate as not less than 50 obtained from Specialization Education in Medicine Entrance Examination (henceforth "TUS") or an ALES score determined by the Senate as not less than 55 in the quantative type. Those who have not graduated from a Faculty of Medicine should have a Master's degree (a Bachelor's degree for the graduates of Faculties of Dentistry or Faculty of Veterinary Science) and an ALES score determined by the Senate as not less than 55 in the quantative type. Basic medical score is calculated by the addition of 0.7 of the standard score obtained from the TUS Part 1 and 0.3 of the standard score obtained from the clinical medical science test. For admission to doctoral programs, in addition to basic medical score and ALES score, Bachelor's and/or Master's GPA and scientific assessment and/or interview can be taken into consideration if needed. The principles related to this assessment as well as such documents as the reference letter, statement of purpose, and international standardized examinations are determined by the regulations by the Senate. Nonetheless, in basic medical science, for admission to doctoral programs, applicants should have at least 55 points as the standardized language test score for a language other than their first language, obtained from the institutions and examinations the equivalence of which is approved of by ÖSYM. The Senate can increase the minimum scores

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according to the qualities of the programs. The Institute Board determines the ratios of the basic medical score or ALES score of not less than %50.

Duration of studies

ARTICLE 17 – (1) The duration of a doctorate program is, excluding the time spent in scholarly preparation, without regard to whether any enrollment is done or not, and starting from the semester in which the courses of the registered program are given, 8 semesters for the students admitted with an M+T degree, which can be extended to 12 semesters at the most, and 10 semesters for the students admitted with a Bachelor’s degree, which can be extended to 14 semesters at the most.

(2) The maximum duration to complete the credit courses required for the doctoral program is 4 semesters for those admitted with an M+T degree and 6 semesters for those admitted with a Bachelor’s degree. The students who cannot complete their credit courses in success within this period and who cannot obtain a GPA of [minimum] 2.50 (CB) are dismissed from the University.

(3) The students who complete their credit courses in success, who are assessed successful in comprehensive examination, and whose dissertation prospectuses are accepted, yet who cannot complete their dissertation studies by the end of the 12 or 14 semesters as described in the first clause above are dismissed from the University.

(4) Provided that the students who have applied to the doctoral program after their Bachelor’s degrees complete such requirements as the credit load, project and others for the Masters “without a thesis” program, those students are granted the Master’s “without a thesis” diploma upon their request if they have not completed their credit courses and/or the dissertation studies within the set time limits and have not succeeded in their doctoral dissertations.

(5) (Added:OG-20/05/2023-31296) Students who have previously participated in the doctoral program and have been accepted for course placement can be taken to the thesis defense regardless of the semester they are in, provided that they complete the credit loads stipulated in the curriculum, are successful in the qualifying exam and at least three thesis follow-up defenses, and successful students can graduate before the period determined by the decision of the institute board.

Appointment of a dissertation supervisor

ARTICLE 18 – (1) The Departments Section Chair / Arts Departments Section Chair submits a University professor as the dissertation supervisor and the dissertation title which the student specifies together with the supervisor to the Institute. The supervisor and dissertation title get in effect upon approval by the Institute Administrative Board. The dissertation supervisor is appointed by the end of the second semester at the most.

(2) The dissertation supervisor can be nominated from among the academicians who hold the qualifications set by the Senate. If no academicians are found in University to meet the required qualifications, an academician from another university can be appointed by the Institute. The professors can supervise dissertations in doctoral programs if they have supervised at least one Master’s thesis completed with success except for the Departments Sections of dentistry, pharmacy, medicine and veterinary faculties. If the quality of the dissertation study requires more than one

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supervisors, the second supervisor can be nominated outside the University faculty from among the persons holding at least a PhD degree.

Comprehensive examination

ARTICLE 19 – (1) The comprehensive examination is given to assess whether the student who has completed his/her courses and seminars has proficiency in the basic issues and concepts in the field and the depth of scientific research. A student may take two comprehensive examinations a year at the most.

(2) Comprehensive examinations are given in the months of May and November. The students admitted with a Master’s degree should take the comprehensive examination by the end of the 5th semester at the latest, and the students admitted with a Bachelor’s degree should take the examination by the end of the 7th semester at the latest.

(3) The comprehensive examinations are organized and administered by the Doctoral Proficiency Committee consisting of 5 members who are nominated by Departments Section Chair / Arts Departments Section Chair and approved of by the Institute Administrative Board. The committee forms examination juries so that examinations in different fields can be prepared, administered and assessed. An examination jury is consisted of 5 professors with at least 2 members from outside the University and one dissertation supervisor. Comprehensive examination meetings are held open to academicians, post-graduate students and specialists in the field.

(4) The comprehensive examination is given in two sections of written and oral. The student who becomes successful in the written examination is given the oral examination. The written and oral sections weigh the same in the calculation of the examination score. The examination juries judge the success of the student in written and oral sections and assess the student as pass or fail by majority of votes. This decision is submitted to the Institute reported in meeting minutes within 3 days following the comprehensive examination.

(5) The student who becomes unsuccessful in the comprehensive examination is given one more examination on the section/sections in which he/she is unsuccessful the following year. The student who is unsuccessful at this examination, too, is dismissed from the University.

(6) Even though the student has already completed the course load, the comprehensive examination jury may require the student to take some extra courses which do not exceed over a third of the total credits. The student should pass the courses determined by the Institute Administrative Board decision.

(7) A student who is admitted to the doctorate program with a Bachelor’s degree and who has succeeded at least 7 courses may shift to the Master’s program.

Dissertation screening committee

ARTICLE 20 – (1) For the student assessed to be successful in the Comprehensive Examination, a Dissertation Screening Committee is founded by the recommendation of the Departments Section Chair / Arts Departments Section Chair and approval of the Institute Administrative Board.

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(2) The Dissertation Screening Committee is consisted of 3 professors, one of whom is the dissertation supervisor, one from within and one from outside the Departments Section / Arts Departments Section faculty. In the case of the second dissertation supervisor, the second dissertation supervisor may attend the committee meetings if he/she wishes to.

(3) At any time during the period following the foundation of the dissertation screening committee, the committee members can be changed by the recommendation of the Departments Section Chair / Arts Departments Section Chair and approval of the Institute Administrative Board.

Dissertation prospectus defense

ARTICLE 21 – (1)) The student who has completed the Comprehension Examination with success defends orally, before the Dissertation Screening Committee, within no later than 6 months, the dissertation prospectus, which contains the aim of the research, methodology and operation plan. The student submits a written report regarding the dissertation prospectus to the committee members at least 15 days prior to the oral defense.

(2) The Dissertation Screening Committee judges the prospectus for accepted, rejected, or revision decisions by the majority of votes. A period of 1 month is given for revision.

The decision taken at the end of this period as accepted or rejected is submitted to the Institute as meeting minutes within 3 days following the meeting by the Departments Section Chair / Arts Departments Section Chair.

(3) The student whose dissertation prospectus is rejected has the right to choose a different supervisor and/or dissertation topic. In this case, a new dissertation screening committee can be appointed. The student who wishes to continue the program with the same supervisor is given the dissertation prospectus defense within 3 months, while the student who changes the supervisor and dissertation topic is given the defense within 6 months. The student whose dissertation prospectus is rejected in this defense, too, is dismissed from the University.

(4) The student whose dissertation prospectus is accepted is invited to dissertation screening meetings held at least twice a year between January and June, and July and December. The student submits a written report to the committee members at least 1 month prior to the date of meeting. The report contains a summary of the work done up to that time, as well as the operation plan of the work ahead. The student's dissertation studies are judged as successful or unsuccessful by the committee. The student who is judged to be unsuccessful twice in a row or three times in intervals is dismissed from the University.

(5) The student who does not appear at the dissertation prospectus defense done within the period mentioned in the first clause with no acceptable reason is judged to be unsuccessful and the dissertation prospectus is rejected.

Finalizing the doctoral dissertation

ARTICLE 22 – (1) A doctoral student writes the results obtained in accordance with the style format accepted by the Institute and defends his/her dissertation orally before the jury.

(2) The student, having completed the dissertation and, for the dissertations judged to require revision, along with the revisions done, submits the dissertation to the supervisor. The supervisor

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submits the dissertation to the Institute along with the assent opinion for the dissertation to be defended before the jury. The Institute verifies the accomplishment of academic and financial requirements and arranges the dissertation examination. The Institute sends the plagiarism software report to the supervisor and jury members. If the act of plagiarism is proven, the dissertation is returned to the Institute Administrative Board with its evidence so that a decision can be taken.

(3) At least 3 dissertation screening reports should be filed so that the student's dissertation can be finalized.

(4) The doctoral dissertation jury members are appointed by the recommendation of the Departments Section Chair / Arts Departments Section Chair and approval of the Institute Administrative Board. The jury consists of 5 members, 3 of whom are among the professors in the student's dissertation screening committee, at least 2 of whom are external professors, and 1 of whom is the dissertation supervisor. Besides, 2 additional members are appointed, one of whom being an external professor. The second dissertation supervisor may take a seat in the jury with no right to vote.

(5) The jury members meet within no later than 1 month following the date the dissertation is delivered to them for the dissertation defense. The dissertation defense examination comprises the stages of a presentation of the dissertation study and a subsequent question and answer session. The dissertation defense examination is held open to academicians, post-graduate students and specialists in the field.

(6) Upon the completion of the dissertation examination, the jury holds a closed session to judge the dissertation as accepted, rejected, or revision, by majority of votes. The student whose dissertation is accepted is considered to be successful. This decision is reported to the Institute with meeting minutes within no later than 3 days following the dissertation examination. The student whose dissertation is judged to be unsuccessful and thus rejected is dismissed from the University. The student whose dissertation is judged to require revision makes the required revisions within a period of no more than 6 months and defends the dissertation before the same jury. The student whose dissertation is judged to be unsuccessful in this defense, too, is dismissed from the University. If those admitted to the doctorate program with their Bachelor's degrees fail their dissertations, they are granted, upon request, a diploma of Master's "without thesis" according to the Article 17, clause 4.

Doctorate diploma

ARTICLE 23 – (1) The student, having completed the dissertation study, submits the required number of copies of the dissertation to the supervisor, who further submits the copies, along with the written assent for the suitability of the dissertation to the style format, to the Institute via Departments Section Chair / Arts Departments Section Chair.

(2) To be successful in the thesis defense, (**Amended expression:OG-06/01/2020-31000**), to publish in international peer-reviewed journals and to meet other requirements for graduation determined by the Senate. A student who submits at least three bound copies of his doctoral thesis to the institute within one month from the date of taking the thesis exam and whose thesis is found suitable in terms of form is entitled to receive a doctorate diploma. The Institute's board of directors

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may extend the submission period for a maximum of one more month upon application. Students who do not fulfill these conditions cannot receive their diploma, cannot benefit from student rights, and are dismissed from the University if the maximum period expires.

(3) On the Doctorate Diploma is written the YÖK-approved title of the program in the Departments Section / Arts Departments Section. Date of Graduation is the date on which the signed copy of the dissertation is submitted by the dissertation examination committee.

(4) A copy of the dissertation is delivered to the Chairperson of YÖK in electronic format by the Institute for scientific research and activities within three months after the submission of the dissertation.

**SECTION FOUR
Proficiency in Arts Program**

General principles

ARTICLE 24 – (1) The Proficiency in Arts program aims the production of an original work of art or excellent performance and creativity of music and stage arts, equivalent to doctorate.

(2) For the students admitted with a Master’s “with thesis” degree, the Proficiency in Arts program consists of a total of 21 credits and, for a semester, not less than 60 ECTS, including at least 7 courses, applied sessions, dissertation, and such activities as an exhibition, project, recital, concert, play, and the like, running up to a total of at least 240 ECTS. For the students admitted with a Bachelor’s degree, the program consists of at least 14 courses worth 42 credits, applied sessions, dissertation, and such activities as an exhibition, project, recital, concert, play, and the like, running up to a total of at least 300 ECTS.

(3) The students admitted with a Master’s degree can select 2 courses at the most from other higher-education institutions, while those accepted with a Bachelor’s degree can select 4 courses from other higher-education institutions, all by the recommendation of the Departments Section Chair / Arts Departments Section Chair and approval of Institute Administrative Board.

Applications and admissions

ARTICLE 25 – (1) In order to be eligible for application to the Proficiency in Arts program, the candidates are required to hold either a Bachelor’s or a Master’s diploma, and, except for the graduates of the fine arts faculties, conservatoires, and the equivalent programs of other faculties, should have ALES scores determined by the Senate, which, for the applicants with Master’s degrees, is no less than ALES verbal 55, and, for the applicants with Bachelor’s degrees, no less than ALES verbal 80.

(2) The applicants to the Proficiency in Arts program with a Bachelor’s degree should have no less than 3.00 out of 4.00 as their GPA or its equivalent. For the admission of the applicants to the Proficiency in Arts program, the ALES score, GPA at Master’s program and an evaluation of

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interview/ability examination/portfolio are taken into consideration. The required documents such as reference letters, statement of purpose, international standardized examinations, and the like, which the candidates should provide for the application are determined by the Senate. The Institute Board decides on the ratios of ALES of no less than 50% or its acceptable equivalent, the result of the evaluation of interview/ability examination/portfolio, GPA (at Bachelor's and/or Master's), and such criteria.

(3) For admission to Doctoral programs, applicants should have at least 55 points as the standardized language test score for a language other than their first language, obtained from the institutions and examinations the equivalence of which is approved of by YÖK. The Senate can increase the minimum scores according to the qualities of the programs.

(4) The scores accepted to be equivalent to ALES scores may be increased by Senate decision. Nonetheless, the criteria in clause 1 are applied for the applications to the Departments Section / Arts Departments Section of the fine arts faculties and conservatoires at the Institute.

Duration of studies

ARTICLE 26 – (1) The duration of a Proficiency in Arts program is, excluding the time spent in scholarly preparation, without regard to whether any enrollment is done or not, and starting from the semester in which the courses of the registered program are given, 8 semesters for the students admitted with a Master's degree, which can be extended to 12 semesters at the most, and 10 semesters for the students admitted with a Bachelor's degree, which can be extended to 14 semesters at the most.

(2) The maximum duration to complete the credit courses required for the Proficiency in Arts program is 4 semesters for those admitted with an M+T degree and 6 semesters for those admitted with a Bachelor's degree. The students who cannot complete their credit courses in success within this period and who cannot obtain a GPA of [minimum] 2.50 (CB) are dismissed from the University.

(3) The students who complete their credit courses in success, yet who cannot complete their dissertation studies and such activities as exhibition, project, recital, concert, play, and the like by the end of the 12 or 14 semesters as described in the first clause above are dismissed from the University.

(4) Provided that the students who have applied to the Proficiency in Arts program after their Bachelor's degrees complete such requirements as the credit load, project and others, those students are granted the Master's "without a thesis" diploma upon their request if they fail their Proficiency in Arts dissertations.

(5)(Added:OG-20/05/2023-31296)Students who have previously participated in the proficiency in art program and have been accepted for course adjustment can be taken to the thesis defense regardless of the semester they are in, provided that they complete the credit loads stipulated in the curriculum, and successful students can graduate before the period determined by the decision of the institute board."

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Appointment of a supervisor

ARTICLE 27 – (1) The Departments Section Chair / Arts Departments Section Chair submits to the Institute a University professor as the supervisor with whom the selection of courses and applied sessions as well as such activities as dissertation, exhibition, project, recital, concert, play, and the like can be done, along with a proposed topic and title of the dissertation and such activities as exhibition, project, recital, concert, play, and the like, which the student specifies together with the supervisor. This proposal becomes certain by the approval of Institute Administrative Board. The supervisor is appointed by the end of second semester at the most. In cases in which the quality of the Proficiency in Arts study requires more than one supervisor, a second supervisor may be appointed. In order for a professor to supervise a dissertation and such activities as exhibition, project, recital, concert, and the like, he/she needs to have supervised at least one successfully completed Master’s thesis. The second dissertation supervisor can be an external professor, too.

(2) The supervisors are selected from among the professors of any rank and lecturers having a degree of PhD or Proficiency in Arts, the qualifications of whom are specified by the Senate

Finalizing the work of proficiency in art

ARTICLE 28 – (1) The thesis-writing student writes the results s/he obtained and the text or document explaining or proving such works of her/his own as exhibitions, projects, recitals, concerts, plays, etc. in accordance with the thesis writing style sheet approved by the Institute Administrative Board; and defends orally such works of her/his own as thesis, exhibitions, projects, recitals, concerts, etc. before the jury.

(2) The student, having completed her/his work and, for the works or dissertations judged to require revision, along with the revisions done, submits the work/dissertation to the supervisor. The supervisor submits the dissertation to the Institute along with the assent opinion for the dissertation to be defended before the jury. The Institute sends the plagiarism software report to the supervisor and jury members. If the act of plagiarism is proven, the dissertation is returned to the Institute Administrative Board with its evidence so that a decision can be taken.

(3) The student upon completing the work of proficiency in arts submits the thesis to the supervisor in as many copies as required. The supervisor states her/his opinion on the suitability of the thesis to the thesis style sheet in writing, and submits the thesis to the Institute via the Section Head / Arts Departments Section Head. The Institute verifies the accomplishment of academic and financial requirements and arranges the thesis examination.

(4) The Proficiency in Arts jury members are appointed by the recommendation of the Departments Section Chair / Arts Departments Section Chair and approval of the Institute Administrative Board. The jury consists of 5 members, at least two of whom are external professors. Besides, the second dissertation supervisor may take a seat in the jury with no right to vote.

(5) The jury members meet within no later than 1 month following the date the thesis or the text is delivered to them to give the student the exam. The dissertation defense examination comprises the stages of a presentation of the work of proficiency in arts and a subsequent question

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and answer session. The dissertation defense examination is held open to academicians, post-graduate students and specialists in the field.

(6) Upon the completion of the examination, the jury holds a closed session to judge the student's work of proficiency in arts like a thesis, exhibition, recital, concert, play, etc. as accepted, rejected, or revision, by majority of votes. The student whose thesis and work of proficiency in arts are accepted is considered to be successful. This decision is reported to the Institute with meeting minutes within no later than 3 days following the examination. The student whose thesis and work of proficiency in arts are judged to be unsuccessful and thus rejected is dismissed from the University. The student whose work of proficiency in arts is judged to require revision makes the required revisions within a period of no more than 6 months and defends such work of proficiency in arts as thesis, exhibition, project, recital, concert, play, etc. of her/his own before the same jury. The student whose work of proficiency in arts is judged to be unsuccessful in this defense, too, is dismissed from the University. If those admitted to the Proficiency in Arts program with their Bachelor's degrees fail their work of proficiency in arts like thesis, exhibition, project, recital, concert, play, etc., they are granted, upon request, a diploma of Master's "without thesis" according to the Article 26, clause 4.

Proficiency in arts diploma

ARTICLE 29 – (1) The student, having been successful in the Proficiency in Arts program, along with the completion of other requirements, is granted a diploma specifying the field according to the branch of arts approved by the Institute. The graduation date is the date on which the student is found to be successful in the applied exam given after the thesis exam.

(2) The student who is successful in the thesis defense and has accomplished all the requirements for graduation, has submitted at least 3 bound copies of the thesis to the Institute no later than 1 month following the thesis examination, and has passed the format check of the thesis earns the right to be granted the proficiency in arts diploma. Upon request, the Institute can extend the period of dissertation submission for a period of no more than 1 month. The student who fails to satisfy those conditions cannot receive the diploma, cannot benefit from studentship rights, and dismissed from the University when the maximum education period expires.

(3) A copy of the thesis is delivered to the Chairperson of YÖK in electronic format by the Institute for scientific research and activities within three months after the submission of the thesis.

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SECTION FIVE

The Scientific Preparatory Program, Admissions, Enrollments, Examinations, and Assessment Principles

Student admissions to scientific preparatory program

ARTICLE 30 – (1) With the aim of completing the required background of the students, scientific preparatory program can be applied to the students who are accepted to the Master’s and Doctorate programs but have earned their Bachelor’s or Master’s degrees in a field other than the field they are accepted for, or to the candidates of Master’s and Doctorate programs who earned their Bachelor’s or Master’s degrees at higher education institutions other than the University they are accepted for.

(2) The courses which have to be taken during the scientific preparatory program may not count as the courses which have to be taken to complete the graduate program. However, the students in scientific preparatory programs may take, upon the recommendation of the Departments Section Chairperson/Arts Departments Section Chairperson and approval of the Institute Administrative Board, may take the courses pertaining to the graduate program.

(3) In order for the scientific preparatory program students to be successful at the scientific preparatory program and start their graduate education, they should complete the program with at least CC and a GPA of at least 2,00 from the undeOGraduate/graduate courses of the scientific preparatory program.

(4) The maximum time period to be spent on the scientific preparatory program is two years. Summer session is excluded from this period. This period may not be extended except for term leaves; and, the student who cannot be successful at the end of this period is dismissed from the University. The time spent during this program is not included in the time periods of the Master’s or Doctorate programs.

Admissions of special students

ARTICLE 31 – (1) Those who are higher-education graduates or students and who wish to enhance their knowledge in a specific topic may, upon the assent of the Departments Section Chairperson/Arts Departments Section Chairperson, be admitted to graduate courses as special students. Special students do not receive any education pertaining to grade earning; and, their education period may not exceed over two years. Special students may not benefit from students’ rights. In the process of course exemptions for the courses which the students admitted to a graduated program have previously taken during their special student education, the courses that are held exempt may not exceed over 50% of the courses of the graduate program.

Admissions of transfer students

ARTICLE 32 – (1) A student who has successfully completed at least one semester in a Departments Section/Arts Departments Section of the University or in a graduate program of another higher-education institution may be admitted as a transfer student. The transfer student’s

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application is proceeded by the assent of the Departments Section Chairperson/Arts Departments Section Chairperson.

Enrollments in graduate programs

ARTICLE 33 – (1) The conditions pertaining to the application for graduate programs, their capacity, and the processes of pre-registrations, admissions and final registrations are regulated by the Senate in accordance with the relevant statute.

(2) The graduate programs to admit students, their capacity, conditions of application and the requirements that candidates should meet are determined by the Senate according to the type of the program.

Curricula, programs, and courses

ARTICLE 34 – (1) The graduate curricula in Departments Sections /Arts Departments Sections comprise of the compulsory/elective courses that need to be taken to graduate from the graduate program, thesis, seminar and such studies and their credit totals. These curricula are discussed and approved by the Senate upon the condition that they comply with the minimum contents specified by the Senate.

(2) The courses to be opened in a semester and the tutors to teach them are determined by the Institute Administrative Board after the recommendation of the Departments Section Chairpersons/Arts Departments Section Chairpersons.

(3) The following points are taken into consideration while determining the credits or the credits range in terms of ECTS specified based on the Turkish Higher-Education Proficiencies Framework for the diploma level of the related program as well as the workload of the students in hours:

a. The semester credits value of a graduate course is the sum of the whole of the theoretical hours and half of the applied or laboratory hours of the course lasting one semester.

b. ECTS credits are calculated, within the principles specified by the Senate, by taking into consideration the contribution of the learning outcomes related to the knowledge, skills and proficiency that the student who finishes the related degree program, the explicitly stated theoretical and applied course hours, and the other activities foreseen for the students.

(4) 70% and 80% of compulsory attendance to classes apply to theoretical and applied courses, respectively.

(5) At least one course that covers scientific research techniques and research and publication ethics is compulsorily given during graduate education.

(6) The student’s supervisor decides, in cooperation with the student, which courses from among the courses approved by the Institute Board will be included in the student’s program. Until the thesis/dissertation supervisor is appointed, the Departments Section Chairperson/Arts Departments Section Chairperson or the program coordinator acts as the supervisor.

(7) The additional success conditions for the student to continue with studies after a certain semester are determined in the Institute Administrative Board.

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Grades and assessment

ARTICLE 35 – (1) As the result of the required examinations and such assessments, the students are given, for each of the courses they have taken, a grade of between zero and one hundred, which is called the raw score. The tutor of a course determines what raw score range corresponds to which letter grade, and the semester-final grades are submitted to the Rectorate as letter grades. The tutor of a course has to submit the semester-final grades to the Institute Directorate within a time span of no longer than one week following the end of the examinations. All the grade sheets of the students are kept for a period of ten years. The following rules apply to grading:

a. The grades and their quotients are expressed in the table below:

Semester Grade	Quotient
AA	4,00
BA	3,50
BB	3,00
CB	2,50
CC	2,00
FF	0,00

b. Other grades and symbols are as the following:

1) Grade B (Successful) is given for a Pass score in the courses and other activities which are not included in GPA.

2) Grade Y (Unsuccessful) is given for a Fail score in the courses and other activities which are not included in GPA.

3) (**Changed:OG-24/03/2022-31788**) VF grade is given to students who cannot obtain the right to take the exam because they do not fulfill the course attendance requirements or the conditions regarding course applications. This grade is treated as an FF grade in the GPA calculation. The courses with a VF grade must be taken and continued in the first semester/year in which the course is opened.

4) (**Changed:OG-24/03/2022-31788**) Grade E (Missing) is given to students who are successful in the semester but fail to complete the requirements for the course. If the student receives an E grade in any course, he/she has to complete the deficiencies within one month from the delivery date of the grades by the relevant instructor and get a grade. Otherwise, grade E automatically becomes FF grade.

5) Symbol T (Transfer) is given for the courses which the student has previously taken from other institutions of higher-education, for which equivalence to the courses is done, and which are thus transferred by the decision of the Institute Administrative Board. The grades of such courses are added to GPA.

6) Grade G (Pass) is given for the courses which have previously been taken from other institutions of higher-education or are taken from the University, which have no grade equivalents, added to the sum of the credits succeeded, however not included in GPA.

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7) Grade K (Fail) is given for the failed courses which have previously been taken from other institutions of higher-education or are taken from the University, which have no grade equivalents, added to the sum of the credits, however not included in GPA.

8) (**Changed:OG-24/03/2022-31788**) TD mark (Thesis work is in progress) is given to the student who is registered for the postgraduate thesis so that his studies can continue in the following semester, provided that the legal period has not expired at the end of the semester and the thesis studies continue successfully. .

9) Symbol ERA (Erasmus) denotes a course taken during the Erasmus program. The grades of such courses are included in GPA.

c. The following grades are used for the screening of the achievement process of the student in the proficiency / dissertation proposal / dissertation screening stages:

1) Grade YH (Proficiency Exam Preparation) is given for the semester in which preparation is made for the doctoral proficiency examination.

2) Grade YB (Proficiency Exam Pass) is given upon passing the doctoral proficiency examination.

3) Grade YY (Proficiency Exam Below Adequate) is given to the students whose performance in doctoral proficiency examination is below adequate.

4) Grade OB (Dissertation Proposal Exam Pass) is given upon passing the doctoral dissertation proposal examination.

5) Grade OY (Dissertation Proposal Below Adequate) is given to the students whose performance in doctoral dissertation proposal examination is below adequate.

6) Grade IB (Dissertation Screening Exam Pass) is given upon passing the doctoral dissertation screening examination.

7) Grade IY (Dissertation Screening Exam Below Adequate) is given to the students whose performance in the dissertation screening examination is below adequate.

Examinations

ARTICLE 36 – (1) Any examination which measures proficiency, placement or course achievement may be given on the paper-and-pen basis to all the candidates synchronously; or, it may be given on an electronic basis in a way that allows the presentation of a different question at a different time from a question bank where the questions are classified according to the field and difficulty level and secured. The principles determined by YÖK apply to the preparation of the questions to be asked in examination, building and encrypting of the question bank, storing of the exam questions in the paper or electronic formats and establishment of exam security.

CGPA, GPA calculation and success

ARTICLE 37 – (1) The GPA (Grade Point Average) for a given semester is calculated by the sum of the credit hours of the courses the student enrolled in for that semester multiplied by the course grade coefficients assigned by the course tutor divided by the total credit hours of that semester.

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(2) The CGPA (Cumulative Grade Point Average) is calculated for all the semesters including the semester the student has just completed by the sum of the credit hours of the courses the student has enrolled in since the beginning of her/his education multiplied by the announced course coefficients, divided by the total of the credit hours of those courses.

(3) Only the courses which have been enrolled in are taken into consideration for the calculation of CGPA and GPA; the courses which have not been taken in previous semesters are not. For the repeat courses, the last grade taken from that course is considered. The average score is set in two digits in the fraction. The students are accepted successful if their CGPA's are at least 2,00 for the Master's and at least 2,50 for the Doctoral programs.

(4) The students who have not attained the minimum pass score as identified in paragraph (3) may repeat, upon the recommendation of their supervisor, approval of Departments Section Chairperson/Arts Departments Section Chairperson, and decision of the Institute Administrative Board, a course that has a low grade.

Fees

ARTICLE 38 – (1) Graduate education is upon fee. The amount and way of payments for graduate fees of the University are determined each year by the University Board of Trustees upon the recommendation of the Institute Administrative Board. The student who has not paid for the fee may not register, may not renew registration, and may not be allowed to benefit from students' rights.

(2) When the students of a Master's without a thesis program are transferred to a Master's with a thesis program, they should pay the remaining difference between the fees.

(3) If a student fails courses at a graduate program, s/he can be eligible to re-take that course after paying for the fee determined by the University.

(4) Once the registration is complete, fees are nonrefundable and they cannot be paid back or their payment cannot be cancelled when registration is cancelled, registration is withdrawn, and/or student is transferred.

Objection to exam grades

ARTICLE 39 – (1) At the end of a semester, students may file an objection with a petition to the Institute within one week after the announcement of the grades against a material error in the grades. The application is processed by the tutor through the Institute. The tutor submits the result to the related directorate within a week.

Counting transfer courses

ARTICLE 40 – (1) Students' requests to be exempted from one or several courses and to get their education period reduced as a result of their special student courses, transfer courses, the courses from a previous graduate program which count as the University courses are decreed by the Institute Administrative Board upon the opinion of the Departments Section Chairperson/Arts Departments Section Chairperson.

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Repeating a course

ARTICLE 41 – (1) In order for a graduate student to be successful at a course, s/he should get at least (CC) at a Master’s, at least (CB) at a Doctoral program. The students have to repeat their unsuccessful courses or take one of the elective courses deemed to be the equivalents by the Departments Section. In order to increase their GPA, students can repeat their successful courses or take the courses deemed to be their equivalents by the Departments Section Chair/Arts Departments Section Chair. However, the supervisor’s recommendation, the approval of Departments Section Chairperson/Arts Departments Section Chairperson, and the decision of the Institute Administrative Board are required.

SECTION SIX

Miscellaneous and Concluding Clauses

Registration to more than one graduate programs

ARTICLE 42 – (1) No registration and continuation are possible for simultaneous registrations in more than one graduate programs except for Master’s without a thesis programs.

Thesis work in case of disaster and epidemic

ARTICLE 42/A – (1) (Added:OG-24/03/2022-31788) In case of disasters and epidemics, graduate education students who are at the thesis stage may be given an additional period of one semester, if they apply again according to the stage of the disaster or epidemic, one more semester, at most, two semesters, these additional periods are not counted from the maximum period.

Cases not attended to

ARTICLE 43 – (1) In the cases which are not attended to in this present Regulations document, the clauses of the Post-Graduate Education and Instruction Regulations published in the Official Gazette dated 20 April 2016, no. 29690 and the decrees of the Council of Higher-Education, Senate, and Institute Administrative Board apply.

Annulled regulations

ARTICLE 44 – (1) Okan University Post-Graduate Education and Examinations Regulations published in the Official Gazette dated 14 February 2004, no. 25373, are annulled.

Transition clauses

TEMPORARY ARTICLE 1 – (1) For the students registered at the University prior to 2016-2017 academic year Autumn Semester, their time period before that semester does not count to their total period of education.

(2) For the students enrolled in more than one graduate programs prior to 2016-2017 academic year Autumn Semester, Article 42 may not apply.

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(3) The students who were enrolled in or graduated from Master's without a thesis programs before 6 February 2013 may apply for doctoral programs.

Effect

ARTICLE 45– (1) The present regulations are in effect as of the date they are published.

Executive office

ARTICLE 46– (1) (Changed expression:OG-19/12/2019-30983)The executive power for the present regulations is the Rector of Istanbul Okan University.

Revisions

Document number	Revision number	Senate desicion number	Revision date
YT.OKN.017	00	Senate desicion number:04	20.10.2003
YT.OKN.017	01	Senate desicion number:179	07.03.2018
YT.OKN.017	02	Senate desicion number:212	20.11.2019
YT.OKN.017	03	Senate desicion number:212	20.11.2019
YT.OKN.017	04	Senate desicion number:7	09.03.2022
YT.OKN.017	05	Senate desicion number:15	15.03.2023

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