

GAZI UNIVERSITY DOCTOR OF PHILISOPHY PROGRAMS EDUCATION IMPLEMENTATION RULES

Application and Acceptance

Article (1)

(1) The application process for doctoral programs is carried out in accordance with the calendar announced by the University. Application criteria, application process, scientific preparation areas are announced on the Graduate School/major science/science branch web page.

(2) While determining the minimum application criteria, the provisions of the Higher Education Council Graduate Education and Training Regulation, Higher Education Qualifications Framework, Gazi University Graduate Education and Examination Regulations are applied.

(3) Minimum criteria for application, ALES, foreign language, AGNO etc. main science/science branches are determined by the academic boards and approved by the Graduate School Board of Directors.

(4) Candidates who have a master's degree or a master's equivalence/school recognition certificate issued by the Council of Higher Education can apply to doctoral programs.

(5) In order to apply for postgraduate doctorate programs, candidates must have a bachelor's degree or a bachelor's degree equivalency/school recognition certificate issued by the Council of Higher Education.

(6) Candidates who have graduated from medicine, pharmacy, dentistry, veterinary faculties and studied for at least ten semesters, excluding preparatory classes, or who have expertise gained in a laboratory branch according to the principles regulated by the Ministry of Health, are deemed to have a master's degree and can directly apply to doctoral programs.

(7) For the candidates applying to the programs, ALES, GPA, foreign language scores in the score type of the applied program and the equivalent scores of the exams that have been given the equivalence by the Higher Education Council are announced on the Graduate School website.

(8) The foreign language score required in the relevant language of instruction and the second foreign language score required by the candidates for the programs conducted in foreign languages, who will apply for the programs conducted in a foreign language and providing a doctorate in foreign languages, are announced on the website of the relevant Graduate School. The required foreign language scores for candidates applying to programs that the medium of instruction is a foreign language are announced on the website of the relevant Graduate School. The required second foreign language scores for candidates applying to programs to study foreign languages are announced on the website of the relevant Graduate School.

(9) Foreign language and ALES or equivalent exam scores are valid within the periods determined by the Council of Higher Education.

(10) Candidates can apply to a maximum of two graduate programs at our University, excluding non-thesis programs.

(11) Candidates are responsible for the accuracy of the information they have given at every stage. Applications of those who make false declarations will be cancelled.

Evaluation and Announcement of Results

Article (2)

(1) The foreign language score, GPA and/or written/interview scientific evaluation criteria of the candidates who meet the application requirements, provided that their ALES score is not less than 50%, are determined by the departments/sciences and the Graduate School Board of Directors It is decided by and announced on the web page. Candidates are ranked starting from

the highest according to the score calculated based on the evaluation criteria. Candidates with a ranking score of 60 or higher are placed in the relevant programs within the announced quota.

(2) The ranking score of those whose written and/or interview scientific evaluation exam score is below sixty (60) points out of one hundred (100) is not calculated and is considered unsuccessful.

(3) Three times the quota announced in the programs participated the written and/or interview scientific evaluation exam is taken to the evaluation exam. Candidates who will take the scientific evaluation exam must be at the exam site with the Republic of Turkey ID card, identity card or passport and the Graduate School Pre-Registration Candidate Application Information Form on the day and time of the exam announced by the relevant Graduate School. Otherwise, they will not be admitted to the exam. Candidates who do not/cannot take the exam are evaluated as unsuccessful.

(4) Evaluation and ranking of foreign national candidates is done within their own quota.

Final Registration Procedures for the Programs

Article (3)

(1) Candidates must submit the following documents in full for registration within the announced date.

a. Computer printout of ALES result document (two copies),

b. Computer printout of the foreign language document (two copies),

c. The original master's diploma or original and photocopy of temporary graduation certificate or a notarized copy is required. The candidates who have completed their master's program abroad the original and photocopy or notarized copy (two copies) of the equivalence/school recognition certificate received from the Council of Higher Education, along with their diplomas, are required.

d. The original or notarized copy of the undergraduate diploma or graduation certificate of the candidates who apply to the post-graduate doctorate program, the original or notarized copy of the equivalence / school recognition certificate obtained from the Higher Education Institution together with the diplomas of the candidates who completed the undergraduate program abroad (2 copies)

e. Student transcript containing the GPA, which is the basis for the diploma (two copies)

f. Biometric passport photo (two),

g. Original and photocopy of Republic of Turkey ID card/ID card/passport,

h. For male candidates who are citizens of the Republic of Turkey, military service status certificate obtained in the last week (two copies).

i. In case of a request for a Research Assistant, who has completed at least one semester in the doctoral program of another higher education institution and has been successful in all of the courses he has taken, provided that he has taken at least two courses per semester and also provided that he/she meets the application conditions and submits necessary documents and other conditions specified in the application principles regarding student admission can apply with the recommendation of the chairman of the science / science branch and the decision of the Graduate School Board of Directors. Then the applicant can transfer to the same department / science program carried out in the Graduate School without examination.

Scientific Preparation Program Application

Article (4)

(1) The undergraduate and graduate programs to which the scientific preparation program will be applied and the courses to be taken, the application criteria for the candidates who will apply

to the graduate programs are announced on the web page of the relevant department/science department with the recommendation of the head of the department/science and the decision of the Graduate School Board.

(2) The course registration of students in the scientific preparation program is in the department of science/science made by the department/ head of department.

(3) All the courses to be taken for each student in the scientific preparation program are recorded on the form prepared by the Graduate Schools and no changes can be made in the scientific preparation courses during the program. Thesis preparation and thesis study courses cannot be taken by scientific preparation students.

(4) The period determined for the scientific preparation program is two semesters at most. Summer training-teaching can be included in this period. This period cannot be extended except for the semester leave, and the student who is not successful at the end of the period is dismissed from the Graduate School. The time spent in this program is not included in the education period of the related doctoral program.

(5) Scientific preparation courses cannot be counted as a substitute for classes which are deemed necessary to complete the related graduate program

(6) For the examinations, course grades, course repetition, deregistration and other principles that continue with the scientific preparation program, the provisions of the legislation of the program in which the student takes the course are valid. In order to successfully complete the program, they must get at least C grade from undergraduate courses and at least CB grade from graduate courses. Scientific preparation courses appear in the transcript, but are not included in the graduate GPA account.

Courses, Taking Courses, Orientation and Credit Transfer

Article (5)

(1) Departments publish their educational plans such as mission/vision, distribution of course credits, compulsory/elective courses, course definition forms for their programs on their web pages. Students enrolled in the program must comply with the education plans of their majors.

(2) Except for the scientific preparatory programs, the graduate courses to be opened and their responsible faculty members are determined by the Graduate School Board of Directors with the suggestions of the heads of the departments/sciences each semester.

(3) The student registers and approves the course on the dates specified in the academic calendar, and the course registration becomes final with the approval of the supervisor.

(4) The student primarily takes the compulsory courses of the program. In case of failure from the compulsory course, the course is repeated.

(5) The credit amount of the courses to be taken by the student in a semester cannot exceed 40 credits. The student must complete at least 60 credits out of 240 credits for those admitted with a master's degree, and at least 120 credits out of 300 credits for those admitted with a bachelor's degree, from compulsory elective courses (excluding thesis work).

(6) The attendance status of the students is monitored by the lecturer of the course.

(7) The student chooses his elective courses from within the same Graduate School and/or from within and outside the university Graduate Schools and undergraduate programs with the supervisor's opinion. Within the university, the course selection is made through the Student Affairs Information System. Course selections outside the university are made with the approval of the supervisor and the head of the department / department and the decision of the board of directors.

(8) Scientific research methods are opened as a common course. The student can take this course as formal or distance education. This course is accepted as the course of the relevant department / science in each department / science.

9) If both Turkish and English programs are opened in the same department; Students enrolled in the Turkish program can take courses from the English program. Courses taken are deemed to have been taken from his/her own major. Students enrolled in the English program cannot have the courses taken from the Turkish program counted towards the English program.

(10) In the second semester, the student takes the "PhD Thesis Preparation" course in order to determine and propose the thesis topic. The course is opened by the supervisor and continues until the "Doctoral Thesis Study" course is taken, including the semester and summer months.

(11) The student is obliged to register for the seminar course as of the second semester. The seminar course is opened by a coordinator faculty member determined by the head of the relevant department. Students who take the seminar course make oral presentations to the audience in a session attended by their supervisors. The evaluation is made according to the criteria in the course definition form and is entered into the Student Affairs Information System by the relevant coordinator faculty member in line with the supervisor's opinion.

(12) The student is obliged to register and give approval to the "Qualification Exam" course at the earliest in the third and at the latest in the fifth semester. The Proficiency Exam course is opened by the head of the department. The student who registers for the proficiency exam course is taken to the exam within the period specified in the academic calendar. Exam evaluations are carried out by the doctoral proficiency committee determined by the relevant academic board and the success grade is entered into the student information system by the head of the department.

(13) The student who successfully completes the courses and the proficiency exam is obliged to enroll in the "PhD Thesis Study" course and give approval. The Ph.D. Thesis Work course continues until the graduation of the student, including the semester and summer months.

(14) Field and clinical studies in dentistry-related doctoral programs are decided by the Graduate School Board of Directors provided that they do not contradict these principles.

(15) The student may request a credit transfer for the courses he/she has taken and succeeded from another higher education institution other than the program he/she is registered for, from another program within the University, from the University as a special student or from any program in which his/her registration has been cancelled. Credit transfer is decided by the Graduate School Board of Directors with the recommendation of the department of the program in which it is registered. The total credits of the transferred courses cannot exceed 1/2 of the total course credits of the program to which they are registered. However, if the student re-registers in the program at the University where his/her registration has been cancelled, no limit is sought for credit transfer/adjustment transactions. Credit transfer requests cannot be made for courses taken from a previously graduated postgraduate program.

(16) The student sends the Course Description Forms approved by the university of the courses for which credit transfer is requested, the approved transcript and the conversion table showing the Grade Range to the department. The department, if appointed, gives its opinion to the graduate School by taking the opinion of the supervisor. The final decision about the credit transfer of the course is made by the Graduate School Board of Directors.

(17) Graduate courses taken from higher education institutions within the framework of domestic exchange programs can be transferred to the program they are continuing with the opinion of the head of the department of science and, if appointed, the supervisor and the decision of the Graduate School Board of Directors. No limit is sought for credit transfer/adjustment transactions for students in this situation.

(18) Foreign national government scholarship students who come with a protocol, bilateral agreement, European Union Integration Program, European Union Projects, student exchange programs and similar agreements signed with the Government of the Republic of Turkey may request a credit transfer for the courses they have taken. No limit is sought for credit transfer/adjustment transactions for students in this situation.

Assignment of Supervisor and Determination of Thesis Topic

Article (6)

(1) The head of the department/science department provides the opportunity to announce the scientific subjects studied in the relevant programs and to meet the students and faculty members.

(2) The department/branch presidency, by taking the student's request and the opinion of the department's academic committee, recommends a full-time faculty member as an supervisor to the Graduate School for the relevant student until the end of the second semester at the latest, and the Graduate School Administrative Board makes a decision.

(3) In cases where the nature of the thesis work requires more than one thesis supervisor, upon the first supervisor's request, the recommendation of the department/science department, and the decision of the Graduate School's Board of Directors, on the condition that his contribution to the thesis work is stated, from within the university, from a higher education institution in the country or abroad, or from a higher education institution, a second supervisor with a doctorate degree can be appointed. Thesis work course cannot be opened on behalf of the second thesis supervisor. Two joint consultations correspond to one consulting load.

(4) Until the supervisor is appointed, the determination of the courses to be taken by the student and the registration procedures are carried out by the head of the department.

(5) The supervisor advises the student on the subjects of taking courses, course registration and thesis processes during his/her education.

(6) The supervisor's reasoned withdrawal request or the student's reasoned supervisor change request is made before the related semester course registration dates specified in the academic calendar, with the opinion of the relevant department and the decision of the Graduate School's Administrative Board. A change of supervisor cannot be made in the last semester when the graduation of the student is planned.

7) Within the scope of national and international agreements and projects; Upon the student's request, a faculty member from another higher education institution or a university abroad may be recommended as an supervisor with the reasoned decision of the Academic Board of the Department. The proposal is decided by the Graduate School Board of Directors.

(8) Supervising of a lecturer who has been assigned abroad for a long time while he/she continues his/her supervising ends automatically at the end of six months. If the student and the supervisor request together, the supervisor can be changed before six months, taking into account the duration of the supervisor's stay abroad. Supervising of a faculty member who resigns, retires, has been assigned to another institution other than higher education institutions for more than six months or has assigned permanently (except for those who have assigned permanently within the scope of article 60a of Law No. 2547) ends automatically. However, for students who are in the process of completing their thesis, the supervisory duty can be extended for up to six months with the decision of the Graduate School Board of Directors, upon the joint request of the student and the supervisor. Supervising of retired faculty members can continue with the decision of the Graduate School Board of Directors until the end of the thesis in line with the request of the student and the supervisor, if the student has passed the proficiency exam. Retired faculty members are not given new supervising.

(9) The thesis topic proposal, prepared by the student together with his/her supervisor, is determined by the end of the second semester at the latest with the approval of the head of the department/science and the decision of the Graduate School Board of Directors. The same process is applied for the thesis subject change requests.

(10) Students who go to study abroad related to the thesis subject during their education are required to register for the semester courses and get the approval of their supervisors. In this context, the period they are abroad is included in their maximum duration.

Ph.D. Qualifying Exam

Article (7)

(1) Students who successfully complete their courses, have a passing grade of at least 3.00/4.00, and wish to take the PhD qualifying exam, register for the proficiency exam course at the beginning of the semester. A student who cannot take the proficiency exam despite having registered for the proficiency exam course is deemed unsuccessful and is given the right to take a second exam in the next semester.

(2) A student who does not take the exam at any stage of the doctoral qualifying exam is deemed to have used this right and failed at that stage.

(3) Students enrolled in a post-graduate doctorate program must take the proficiency exam at the latest by the end of the fifth semester, and students enrolled in a post-graduate doctorate program by the end of the seventh semester at the latest.

(4) The doctoral qualifying exam consists of written and oral exams. The student who is successful in the written exam is taken to the oral exam. The format, weights, success criteria and calculation of the grades of the exams are determined by the proficiency committee established under the chairmanship of the department. The doctoral qualification committee evaluates the results of the written and oral exams according to the success criteria it has determined and evaluates the success grade (at least CB). Success grades are reported to the Graduate School within three working days following the proficiency exam by the head of the department/science and entered into the Student Affairs Information System.

(5) The PhD qualifying examination jury may require a student who has passed the exam to take extra courses/courses, provided that they do not exceed 1/3 of the total course credit, even if he/she has completed the course load. The courses delivered to the relevant Graduate School through the head of the department/science branch are decided by the Graduate School Board of Directors.

(6) The student who is successful in the doctoral qualifying exam has to register for the thesis study course for the next semester and has to give approval.

Thesis Monitoring Committee and Thesis Monitoring Process

Article (8)

(1) The student who is successful in the proficiency exam and registered for the thesis study course must follow the processes of establishing the thesis monitoring committee.

(2) In order to carry out and evaluate the thesis studies, the thesis monitoring committee is formed within one month at the latest, upon the recommendation of the relevant department/science department and the decision of the Graduate School Board of Directors, by taking the opinion of the supervisor.

(3) The criteria for establishing the thesis monitoring committee are made in accordance with the provisions of the relevant regulation. If the thesis monitoring committee is not formed on time, the student's supervision is dropped and the department head is taken over.

(4) In joint programs conducted with abroad, the supervisor or second supervisor submits a report that will form the basis of the thesis monitoring committee report to the relevant presidency before the committee meeting. The thesis monitoring committee evaluates the submitted report and adds it to its own report.

(5) The reports of students who went abroad during their doctorate through programs such as

YÖK YUDAP or TÜBİTAK 2214 may be accepted by the Board of Directors as a committee report, to be counted as the relevant period for the opinion of the thesis monitoring committee.

(6) The student who successfully completes the proficiency exam prepares the thesis proposal covering the purpose, method and study plan of the thesis within six months at the latest, delivers it to the committee members 15 days before the thesis monitoring committee meeting, and presents it orally to the thesis committee members on the date determined by the supervisor.

(7) The first thesis monitoring committee meeting is called the thesis proposal defense. If the student's thesis proposal is accepted, the student continues his thesis studies. In case of correction, the student is given one month.

(8) The student whose thesis proposal is rejected has the right to request the appointment of a new supervisor and/or to choose a new thesis topic. In such a case, a new thesis monitoring committee may be appointed. The student who wants to continue the program with the same supervisor is taken to the thesis proposal defense again within three months, and the student who changes the supervisor and/or thesis topic within six months.

(9) The head of the department / science department notifies the thesis monitoring committee's decision regarding acceptance, correction and rejection to the Graduate School within three days following the defense of the thesis proposal, together with its reasons.

(10) If, for any reason, there is a difference between the thesis topic of the student and the thesis proposal, which was determined by the decision of the Graduate School Board of Directors, the thesis proposal is notified to the Graduate School with the reason for the change and the thesis proposal becomes final with the decision of the Graduate School Board of Directors.

(11) The proposal of the student who does not defend the thesis proposal within six months is considered rejected.

(12) For the student whose thesis proposal is accepted, the thesis monitoring committee convenes twice a year, once between January-June and once in July-December. The thesis work presented by the student to the committee members is evaluated by the committee and the committee's decision is forwarded to the Graduate School through the department chair within three working days.

(13) Acceptance, correction and rejection received by the thesis monitoring committee are also taken into consideration in the thesis study course opened by the supervisor.

(14) Students who go to study abroad related to the thesis topic during their doctoral education are required to register for the semester courses and get the approval of their supervisors. In this context, the period of stay abroad is included in their maximum period.

Preparation and Conclusion of the Doctoral Thesis

Article (9)

(1) In order for the thesis defense jury to be established, the student must successfully complete the compulsory/elective courses, seminar, preparation for the thesis, proficiency exam, and thesis study. Preparation of a scientific article, patent or utility model, etc., which has been accepted/published in at least one national or international refereed journal, prepared together with the supervisor related to the thesis topic. Must meet the requirement, have a minimum CGPA of 3.00/4.00 for graduation, and have met the conditions for receiving a thesis plagiarism report.

(2) Article and/or periodical publication etc., which is a prerequisite for the establishment of the jury. The publications must meet the quality and quantity announced on the web page of the relevant Graduate School.

(3) In order for the jury to be established, the similarity rate in the thesis plagiarism report must be 20% or less.

(4) The student writes the results he/she has obtained in accordance with the thesis writing rules

approved by the Senate and applies to the Graduate School through the head of the department/science with the approval of his/her supervisor.

(5) Upon the student's request, the reasoned opinion of the supervisor, the decision of the Department of the Board and the approval of the relevant Graduate School Administrative Board, the theses can be written and presented in English or in a different language by the decision of the Senate, provided that a long summary is given in Turkish.

The long Turkish abstract should be 5000-7000 words long, excluding the bibliography. The thesis should contain the main headings such as introduction, method, findings, discussion, conclusion, etc.

(6) The PhD thesis defense jury consists of five people, at least two of whom are faculty members of another higher education institution, together with the members of the thesis monitoring committee. If the supervisor does not have the right to vote, the jury consists of six faculty members. The relevant Graduate School Board of directors decides whether the supervisor has the right to vote. In addition, two substitute members are determined, one from within the University and the other from another higher education institution.

(7) For doctoral theses with a second supervisor, the jury consists of seven principal and two substitute members, and the second supervisor is appointed as a jury member.

(8) In order to determine the faculty members to be assigned to the doctoral thesis defense jury, their areas of expertise and the opinion of the supervisor are considered. Twice as many faculty members as the number of juries to take part in the exam are suggested to the Graduate School by the relevant Department Head with their names and the institution they are affiliated. It is formed by the decision of the Board of Directors.

(9) The student submits the thesis and plagiarism report to the jury members appointed by the Graduate School Administrative board within fifteen days at the latest from the date of the relevant Administrative Board. The members of the jury meet within one month at the latest upon the written invitation of the Graduate School and take the student to the thesis defense exam.

(10) The place and date of the thesis defense exam will be announced on the web page of the Graduate School at least seven days in advance by the relevant department/science.

(11) Jury members prepare their personal reports on the thesis in question and hand it over to the Head of the Jury before defense.

(12) The thesis defense exam consists of the presentation of the thesis work followed by a question-answer section. The thesis defense exam is held in an environment open to the participation of lecturers, graduate students and experts in the field.

(13) After the thesis exam is completed, the jury decides to accept, reject or correct the thesis by majority of votes, closed to the audience. The decision is notified to the Graduate School with personal reports within three working days following the exam by the head of the relevant department. If a refusal decision has been made, the reasons for the jury member(s) who made the decision are added to the official report.

(14) In the event that the thesis defense cannot be made in due time, the reason for not being able to be made is conveyed to the Graduate School through the head of the department to examine its compliance with the Directive of Just and Valid Reasons. The Graduate School Board of Directors may also appoint a new jury according to the suitability of the justification.

(15) In case the student does not defend the thesis despite the meeting of the jury members, the situation is recorded by the jury members and delivered to the Graduate School on the same day by the head of the department. If the student's documented excuse is accepted by the Graduate School Board of Directors in accordance with the Just and Valid Causes Directive, the student is put on the defensive again within fifteen days from the end of the excuse period.

(16) The thesis jury cannot be changed except for compulsory reasons accepted by the Graduate School Board of Directors. Members of the thesis monitoring committee must attend the thesis

jury. The substitute member is invited to the thesis defense exam by the relevant presidency instead of the original member who declares his/her justified excuse with a petition to the head of the department/science at the latest one day before the thesis defense. In case of changes, the Graduate School is notified by the decision of the jury.

(17) A student who does not present an excuse to the Graduate School Administrative Board or whose excuse is not accepted, or who does not take the thesis defense exam twice at the end of the excuse even if his excuse is accepted, or is considered unsuccessful, is dismissed from the Graduate School.

(18) The student, whose thesis is decided to be corrected, defends his thesis again in front of the same jury by making the necessary corrections within six months at the latest.

(19) The student who is successful in the thesis defense exam submits the thesis prepared in accordance with the thesis writing rules and a copy in electronic environment (CD) together with the documents requested by the Graduate School within one month at the latest, and is entitled to receive a doctoral diploma with the decision of the Graduate School Board of Directors.

(20) The graduation date of the student is the date on which the copy of the thesis signed by the examination jury is delivered to the relevant institute after the thesis defense exam in which the thesis is successful.

(21) The relevant Graduate School sends a copy of the doctoral thesis to the Presidency of the Council of Higher Education in electronic form (CD) within three months from the delivery of the thesis to be put into service of scientific research and activities.

(22) The student who is successful in the defense may request the Graduate School to postpone the access of the thesis according to the Higher Education Council 'Directive on Collecting, Arranging and Making Access to Graduate Theses in Electronic Media' before dismissal/graduation.

(23) In accordance with the Just and Valid Causes Directive, the Graduate School Administrative Board may extend the thesis submission period for a maximum of one month upon request. A student who fulfills these conditions cannot receive his/her diploma, cannot benefit from student rights, and if the maximum period expires, the student is dismissed from the Graduate School.

Admission and Processing of Foreign Students

Article (10)

(1) The quota and application conditions of foreign candidates are determined by the recommendation of the academic board of the main science/science branch and the decision of the Graduate School Board of Directors. Postgraduate Applications for the relevant semester are announced on the Graduate School website within the time given in the academic calendar.

(2) Foreign national candidates must meet the application conditions of the department/science they will apply for and the evaluation is done within themselves.

(3) Foreign national candidates pay the contribution and/or tuition fees determined by the University Administrative Board within the framework of the relevant legislation when they are entitled to be a student in doctoral programs. Foreign applicants who have completed their undergraduate or graduate programs in Turkey must have the program diploma accepted by the program they will apply for admission to doctoral programs; Candidates who have completed their master's degree abroad must have a diploma from an institution whose equivalence is accepted by the Council of Higher Education.

(4) Candidates who have completed their postgraduate education abroad; The "Recognition Certificate of Higher Education Council" or "Diploma Equivalency Certificate" issued by YÖK, the original or certified copy of the diploma and its notarized Turkish translation (Grade

point average must be in copy and notarized Turkish translation) and the original or certified copy of the transcript must be submitted. They have to submit their certified Turkish translation (GPA must be present in a copy and notarized Turkish translation). Applications of candidates who do not have a Turkish translation of the said documents will not be accepted. Foreign applicants who apply for and are accepted to Turkish programs must submit at least B2 level Turkish proficiency certificate obtained from Turkish Learning, Application and Research Centers (TÖMER) and approved by Gazi TÖMER, to the Graduate School in order to start the courses. Students who do not have a Turkish proficiency certificate at B2 level are dismissed from the Graduate School if they do not bring their TÖMER (at least B2) certificate within four semesters at the latest.

(5) Turkish proficiency certificate is not required from foreign students whose official language is Turkish and foreign students who have completed their undergraduate or graduate education in Turkey, and candidates who will apply to programs conducted in a foreign language.

6) YDS/e-YDS /YÖKDİL/TIPDİL in one of the foreign languages (English, German, French, Italy, Spanish, Russian, Arabic, Chinese, Japanese, Greek and Persian) accepted by the Interuniversity Board, in addition to the mother tongue of the candidates for applications to the doctoral program. A minimum score of 55 from the exams or an equivalent score from the exams accepted as equivalent by the Interuniversity Board. This score can be increased with the decision of the Graduate School board of directors in case of the demand of the programs.

(7) For Türkiye Scholarships foreign students: If foreign students do not have a Turkish proficiency certificate from TÖMER, they study at Gazi TÖMER after conditional admission and conditional registration and can start their doctoral program (at least at CI level) after receiving a Turkish proficiency certificate. The time spent at TÖMER is maximum four semesters and is not included in the doctoral education period. Candidates who cannot obtain TÖMER certificate (at least CI) at the end of four semesters will be deregistered.

(8) For incoming students: The protocol signed with the Government of the Republic of Turkey, bilateral agreements, European Union Harmonization Program, European Union Projects, Student exchange programs, protocols and agreements signed between the University and foreign universities recognized by YÖK and having equivalence, and foreign national government scholarship holders, the application conditions of the department/science are not required.

For candidates who apply to graduate programs: the application of the candidate who submits the Central Foreign Language Exam or the international Foreign language exam result document accepted as equivalent by the Council of Higher Education in accordance with the procedures is taken into consideration. In the programs that provide foreign language education in postgraduate education, and provide education in a foreign language completely or partially, the prerequisites for the foreign language score of the Department/Science are taken as a basis for student admission. Foreign language requirement is not required for application to other graduate programs.

(9) For Turkish citizens during final registration, the e-mail address obtained via e-government must be activated and notified to the Graduate School along with their residence address.

(10) Foreign national candidates apply for doctorate in person. Responsibility for missing documents and false declarations belongs to the candidate, and in case of incompleteness, inaccuracy, misrepresentation or confirmation from the relevant authorities after the investigation is missing, the candidate's registration will be deleted even if the final registration has been made.

(11) Candidates who do not register on the specified dates are deemed to have waived their rights.

12) Other principles regarding the admission of foreign students are determined by the decision of the Graduate School Board of directors.

Special Student Admission

Article (11)

- (1) Application to take a course as a special student is made to the head of the department with the "Special Student Course Registration" form, within the periods specified in the academic calendar.
- (2) Those who are in the status of graduate at the time of application for special students are obliged to present the graduation certificate or a certified copy of the diploma for the program they graduated from, foreign students are obliged to submit the photocopy of their passport, and those with student status are obliged to submit their student certificate to the department. If it is desired to take courses from more than one major, a separate application is made to each major.
- (3) The department/department submits its opinion on special student applications to the Graduate School.
- (4) Other University/Graduate School students will add the Decision of the Board of Directors to take courses from the Graduate School Directorate they are registered to in the "Special Student Course Registration" form.
- (5) In special student admission, grade level is not required and entrance exam is not held.
- (6) The special student pays the determined tuition fee, continues the courses by registering the course, and fulfills the obligations specified in the Graduate Education and Examination Regulations for the semester they take the course/courses, like the students enrolled in the Graduate School, but cannot benefit from the student rights.
- (7) Courses to be taken in special student status cannot be the same as the courses taken in undergraduate or graduate programs.
- (8) Special students are subject to the Higher Education Institutions Student Disciplinary Regulation published in the Official Gazette dated 18/8/2012 and numbered 28388.
- (9) Special students are not given diplomas or titles. A document showing the special student status, the courses taken and the grades can be given.
- (10) Special students can make their own request for cancellation of registration or change of course between the Add-Drop dates specified in the academic calendar.
- (11) Other issues related to special studentship are decided by the Graduate Board of Directors.

Semester Leaves

Article (12)

- (1) Students who are unable to continue their education due to military service, overseas duty and a long-term health board report documented by an illness, can apply for a semester leave with the opinion of the supervisor and the head of the department, if they have been appointed with their documents. The request for permission is sent to the Graduate School by the Head of the Department, evaluated and decided by the Graduate School Board in accordance with the Gazi University Just and Valid Causes Directive.
- (2) Leaves to be granted for reasons deemed valid and justified by the Graduate School's Board of Directors are excluded from the maximum duration of the students.
- (3) Permissions to be granted within the scope of Gazi University's Just and Valid Causes Directive is given as a semester with the decision of the Graduate School Board of Directors. If the excuse persists, the student must reapply to the Graduate School. The maximum leave period cannot exceed the normal education period of the program.

Dismissal

Article (13)

(1) In the following cases, the student is dismissed from the Graduate School with the decision of the relevant Administrative Board:

- a) The student has been dismissed within the framework of the provisions of the Higher Education Institutions Student Disciplinary Regulation published in the Official Gazette dated 18/08/2012 and numbered 28388,
- b) The student cannot successfully complete the compulsory and elective courses in four semesters or the CGPA is not at least 3.00/4.00 for graduation,
- c) If the student is found unsuccessful two times in a row or three times intermittently by the thesis monitoring committee,
- ç) Failed twice in the thesis proposal or doctoral qualifying exam, or failing to register for the proficiency exam course in the fifth semester at the latest without any excuse,
- d) The student who successfully completes the compulsory and elective courses, who is successful in the proficiency exam and whose thesis proposal is accepted, cannot complete the thesis work in the maximum time,
- e) Rejection of the thesis defense or rejection of the thesis for which a correction decision has been made,
- f) The student who is successful in the thesis defense does not submit a copy of his thesis to the Graduate School within the maximum period of the program.

(2) The student can request dismissal at his own request by documenting that he is not affiliated with the supervisor, the head of the department, the laboratory, if any, or the library.

Article (14)

(1) In cases which are not specified in the Implementation Principles, the Graduate School Board of Directors decides.