

## **GAZİ UNIVERSITY MASTER OF SCIENCE PROGRAMS EDUCATION IMPLEMENTATION RULES**

### **Application and Admission**

#### **Article (1)**

(1) The application process for graduate programs is carried out in accordance with the calendar announced by the University. Application criteria, application process, scientific preparation areas are announced on the institute/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 Proficiency Framework, Gazi University Graduate Education and Examination Regulations are applied.

(3) Minimum criteria for application, ALES, foreign language, CGPA etc. The main science/science branches are determined by the academic boards and approved by the institute board of directors.

(4) Applicants who have a bachelor's degree or equivalency/school recognition certificate issued by the Council of Higher Education and who can graduate until the final registration date can apply to graduate programs.

5) For applicants applying to undergraduate programs, the score of the applied program type ALES, CGPA, foreign language score and the equivalent scores of the exams that have been given the equivalence by the Council of Higher Education are announced on the institute website.

(6) The foreign language score required by the applicants in the relevant education language and the second foreign language score required by the candidates in the programs conducted on foreign languages are announced on the related institute website.

(7) Foreign language and ALES or equivalent exam scores are valid within the specified period which are determined by the Higher Education Council.

(8) CGPAs(AGNO) at the database of YÖKSİS are taken as the base for the candidates who continue their undergraduate education and can graduate until the final registration date. Changes that may occur in the candidate's CGPA after the application are not taken into account.

(9) Applicants can apply to a maximum of two graduate programs at our University, excluding programs without thesis.

(10) Applicants are responsible for the accuracy of the information they have given at each stage.

Applications of those who make false declarations will be cancelled.

### **Evaluation and Announcement of Results**

#### **Article (2)**

(1) The foreign language score, CGPA and/or written/interview scientific evaluation criteria of the applicants who meet the application requirements, provided that their ALES score is not less than 50%, are determined by the departments/sciences and the institute board of directors and announced on the web page. Applicants are ranked starting from the highest according to the score calculated based on the evaluation criteria. Applicants with a ranking score of 60 or higher are placed in the relevant programs within the announced quota.

(2) Written and/or interview scientific evaluation exam grade is fifty (50) out of one hundred (100).

The ranking score of those below (50) points is not calculated and is considered as unsuccessful.

(3) Applicants up to three times the quota announced in the programs that implement the written and/or interview scientific evaluation exam are 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 Institute Pre-Registration Candidate Application Information Form on the day and time of the exam announced by the relevant Institute. Otherwise, they will not be admitted to the exam. Applicants who do not/cannot take the exam are considered unsuccessful.

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

## **Final Registration Procedures for the Programs**

### **Article (3)**

(1) Applicants must submit the documents required below for registration in full within the prescribed time.

- a. Computer printout of ALES result document (two),
- b. Computer printout of the foreign language document (two copies),
- c. The original and photocopy or notarized copy of the undergraduate diploma or temporary graduation certificate, the original and photocopy or notarized copy of the equivalence/school recognition certificate obtained from the Council of Higher Education together with the diplomas of the candidates who completed the undergraduate program abroad (two copies),
- d. Student transcript containing the CGPA, which is the basis for the diploma (two copies),
- e. Biometric passport photo (two photos),
- f. Original and photocopy of Republic of Turkey ID card/ID card/passport,
- g. For male candidates who are citizens of the Republic of Turkey, military service status certificate obtained in the last week (two copies).
- h. In case of a request for a Research Assistant, with the recommendation of the head of the department of science and the decision of the institute board of directors, an applicant who has completed at least one semester in another higher education institution's master's program and has passed all the courses he has taken, provided that he takes at least two courses per semester, provided that he/she meets the application conditions, necessary documents and other conditions specified in the application principles regarding student admission, can transfer to the same department / science program carried out in the institute without examination.

(2) If the change in the CGPA submitted during the application is below the CGPA determined by the program during registration, the candidate does not have the right to final registration. Except in this case, changes in CGPA are not taken into account.

(3) Undergraduate students do not have the right to enroll if they cannot graduate from the undergraduate program during final registration.

## **Scientific Preparation Program Application**

### **Article (4)**

(1) Along with 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, and the recommendation of the head of the department/science and the decision of the institute board is announced on the web page of the relevant department/science department.

(2) Course registrations of the students in the scientific preparation program are made by the head of the department.

- (3) All courses to be taken for each student in the scientific preparation program is imprinted in the form 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 the 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 institute. The time spent in this program is not included in the academic period of the related graduate program.
- (5) Scientific preparatory lessons are not applied in master's without thesis, distance education master's without thesis and interdisciplinary programs.
- 6) Scientific preparatory courses cannot be counted as substitutes for courses deemed necessary to complete the relevant graduate program.
- (7) Attendance to the courses related to the scientific preparatory program, exams, lecture notes, retaking lecture, deregistration and other principles, the provisions of the legislation of the program in which the student takes the course are valid. At least CC grade are required to receive from undergraduate courses in order to successfully complete the program. Scientific preparation courses appear in the transcript, but are not included in the graduate CGPA account.
- (8) Scientific preparatory program students cannot take lessons in the programs they are registered to as private students.
- (9) A student who is accepted to the scientific preparatory program must have passed all the scientific preparatory program courses in order to start the program he has applied for. With the recommendation of the relevant presidency, courses can be taken from the graduate program while the scientific preparation program continues, but the number of these courses cannot exceed two per semester.

## **Courses, Taking Courses, Adaptation 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) Postgraduate courses to be opened excluding scientific preparatory programs and their faculty members in charge are determined each semester by the institute board of directors with the recommendations of the heads of departments.
- (3) The student registers and approves the course on the dates specified in the academic calendar. Course registration is finalized with the approval of the supervisor lecturer.
- (4) The student primarily takes the compulsory courses of the program. If he/she fails the compulsory course, he/she retakes the course.
- (5) The credit amount of the courses to be taken by the student in a semester cannot exceed 40 credits, excluding program without thesis. In order to graduate, the student must complete at least 60 credits of compulsory and elective courses out of 90 credits for master's without thesis and 120 credits for master's with thesis.
- (6) The period of the master's without thesis program depends on whether the student is registered or not regardless of the maximum three semesters. Failure to renew the semester registration does not change the maximum period of the master's without thesis program.
- (7) The master's without thesis program is also available in the form of secondary education and distance education.
- (8) Students' attendance is monitored by the lecturer of the course.
- (9) Students can choose courses from within the same institute and/or university and non-university institutes and undergraduate programs with the advice of supervisor lecturer.

Students choose courses in the Student Information System. Course selection outside the university are made with the approval of the supervisor lecturer and the head of department and the board of directors of the institute.

10) Scientific Research Methods is 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 major/science branch.

(11) 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 to the English program.

(12) Master's students with thesis take the "Preparatory for the Master's Thesis" course in the second semester in order to determine and propose the thesis topic. The course is opened by the supervisor lecturer and continues until the "Master's Thesis Study" course is taken, including the semester and summer months.

(13) Master's students with thesis are obliged to register for the seminar course starting from the second semester. The seminar course is opened by a coordinator faculty member determined by the head of the relevant department. Students taking the seminar course make their oral presentations openly to the audience in a session attended by their supervisor lecturers. 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 lecturer's opinion.

(14) A graduate program student with a thesis who has passed the Thesis Preparatory course is obliged to register and give approval to the "Master's Thesis Study" course. Thesis Study course continues until the graduation of the student, including the semester and summer months.

(15) Master's without thesis program student is obliged to take the Term Project course opened by his/her supervisor lecturer in the third semester at the latest.

(16) In order to graduate, the student must successfully complete the courses in the curriculum and the term project, and have a minimum CGPA of 2.50/4.00.

(17) 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 private student or from any program in which his/her registration has been cancelled. Credit transfer is decided by the institute board of directors with the recommendation of the department of the program in which it is registered. The total credits of courses transferred cannot be over  $\frac{1}{2}$  of course credits for registered program. Credit transfer requests cannot be made for courses taken from a previously graduated postgraduate program. However, if the student re-registers to the program at the University where his/her registration has been cancelled, no limit is sought in the credit transfer adjustment procedures. Credit requests are not sought for courses taken from a previously graduated postgraduate program.

(18) 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. If appointed, the Department reports its opinion to the institute by taking the opinion of the supervisor lecturer. The final decision regarding the credit transfer of the course is made by the Graduate School Administrative Board.

(19) 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/science and, if appointed, the supervisor lecturer and the decision of the institute board of directors. No limit is sought for credit transfer/adjustment transactions for students in this situation.

(20) Foreign national government scholarship students who come with a protocol, bilateral agreement, European Union Harmonization 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.

(21) If the number of students is insufficient number

for a course to be opened, the students and the department are transferred to the courses opened by taking the opinions of the students and the opening of new branches in the courses that exceed 15 students, when necessary, is done by the decision of the institute board of directors.

## **Assignment of Supervisor Lecturer and Determination of Thesis/Semester Project Topic**

### **Article (6)**

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

(2) For department of science/science students enrolled in master's programs with thesis the presidency recommends a full-time faculty member of the University as a supervisor to the institute for the relevant student until the end of the first semester, taking the request of the student and the opinion of the academic board of the department / science, and the board of directors of the institute makes a decision.

(3) For students enrolled in master's without thesis programs, the institute, with the recommendation of the head of the main science / science department, a faculty member or a faculty member with a doctorate degree is appointed as a supervisor lecturer by the end of the second semester at the latest.

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

(5) Master's without thesis counseling is excluded from the advisory burden.

(6) 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.

(7) The supervisor lecturer advises the student on taking courses, course registration and monitoring and evaluation of the thesis/term project processes during the student's education.

(8) 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/science and the decision of the institute administrative board. A change of supervisor lecturer cannot be made in the last semester when the graduation of the student is planned.

9) Within the scope of national and international agreements and projects; if the student requests, a lecturer from another higher education institution may be proposed as a supervisor with the reasoned decision of the academic board of science/science. The proposal is decided by the institute board of directors.

(10) The lecturer's consultancy expires automatically after six months while continuing his consultancy, long-term assigned teaching abroad.

If the student and the supervisor lecturer request together, the supervisor can be changed before six months, taking into account the duration of the supervisor's stay abroad. The counseling of the lecturer who resigns, who is assigned to another institution other than higher education

institutions for more than six months, or who passes with his staff (except for those who have passed with his staff within the scope of article 60a of the law numbered 2547), ends automatically. However, for students who are in the process of completing their thesis, the consultancy duty can be extended for up to six months with the decision of the institute board of directors, upon the joint request of the student and the supervisor. The counseling of retired lecturers can continue with the decision of the institute board of directors until the end of the thesis, upon the joint request of the student and the lecturer. Retired lecturers are not given new counseling.

(11) The thesis topic proposal prepared by the student with his/her supervisor lecturer main science/science is determined by the end of the second semester at the latest with the approval of the head of the department and the decision of the institute board of directors. The same process is applied for the thesis subject change requests.

(12) Students who go abroad to study related to the thesis subject during their master's education are required to register for semester courses and get their supervisor's approval. In this context, the period of staying abroad is included in their maximum period.

## **Preparation and Finalization of the Thesis in the Master's Program with Thesis**

### **Article (7)**

(1) In order for the thesis defense jury to be established, the student's compulsory/elective, successful completion of seminars, thesis preparation, thesis studies, patents, papers and/or periodicals, etc. must meet the requirement, the student must have a minimum CGPA of 2.50/4.00 for graduation, and must have met the conditions for receiving a thesis plagiarism report.

(2) The publications such as papers, articles and/or periodicals, etc., which are prerequisites for the establishment of the jury must meet the quality and quantity announced on the web page of the relevant institute.

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

(4) The student writes the results obtained in accordance with the thesis writing rules approved by the Senate, and applies to the institute through the head of the department/science by obtaining the approval of his/her supervisor lecturer.

(5) The student who has completed his/her courses and thesis work before four semesters, upon the request of the supervisor lecturer and the decision of the institute board of directors, is considered to have been successful at thesis study courses and the thesis defense jury is formed.

(6) The thesis defense jury consists of one student's supervisor lecturer and at least one from another higher education. It consists of three or five lecturers from graduate school.

The department head sends twice the number of lecturers suggested by the supervisor to the graduate school taking into account the fields of expertise for the thesis defense examination jury. The Graduate School Administrative Board determines the main and alternate jury members and forms the thesis defense jury.

(7) In master's theses with a second supervisor lecturer, if the second supervisor lecturer is a member of the jury, the jury consists of five principal and two substitute members. If the jury consists of three people, the second supervisor cannot be a jury member.

(8) Except for the compulsory reasons accepted by the institute board of directors, the thesis jury cannot be changed. The petition and the reasoned excuse must be delivered to the main office at the latest one day before the thesis defense.

Instead of the original member declaring to the head of science/science branch, the substitute member is invited to the thesis defense exam by the relevant presidency. In case of a change, it is reported to the graduate school with the decision of the jury.

- 9) The student submits his thesis and plagiarism report to the jury members appointed by the institute 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 institute 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) Thesis defense exam; presentation and defense of the thesis and the following question consists of an answer section and is open to an audience consisting of lecturers, graduate students and experts in the field.
- (12) After the thesis defense exam is completed, the jury is held in a closed place to the audience decides on the thesis to be accepted, rejected or corrected unanimously or by majority of votes. The decision is notified to the graduate school with personal reports within three working days following the exam by the relevant department/science department. If a refusal decision has been made, the reasons for the jury member(s) who made the decision are added to the minutes.
- 13) The reason for not being able to make the thesis defense in due time a petition is sent to the graduate school by the head of the department for examination its compliance with the Directive of Just and Valid Causes. The institute board of directors may also appoint a new jury according to the suitability of the justification.
- (14) If the student does not enter the thesis defense even though the jury members are gathered, it is recorded on the same day by the members of the jury and delivered to the graduate school by the head of the department. If the student's documented excuse is accepted by the institute 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.
- (15) 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 even if he is excused or is evaluated as unsuccessful is considered unsuccessful and dismissed from the Graduate School.
- (16) In all copies of the master's thesis, students, supervisor lecturers, jury members and graduate school headmaster must sign.
- (17) 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.
- (18) The student, whose thesis is decided to be corrected, defends his thesis again in front of the jury within three months at the latest by doing the necessary.
- 19) The student who has been successful at thesis defense exam sends a copy of the thesis which has been prepared according to the thesis writing rules and a digital copy (CD) of it with the requested documents by the graduate school within one month at the latest to the relevant graduate school and the student is entitled to get the master's diploma with the decision of graduate school administrative board.
- 20) The relevant graduate school sends a copy of the master's thesis in electronic form (CD) to the Council of Higher Education within three months from the delivery of the thesis to be put into service for scientific research and activities.
- (21) After the student is successful in the defense, before dismissal/graduation, the advisor may request from the institute to postpone the access of the thesis according to the Higher Education Council "Directive on Collecting, Arranging and Making Access to Graduate Thesis in Electronic Environment".

(22) The Graduate School Administrative Board may extend the thesis submission period for a maximum of one month, upon request, in accordance with the Directive of Just and Valid Causes. Students who do not fulfill these conditions cannot receive their diploma and cannot benefit from student rights until they fulfill the conditions.

## **Preparation and Finalization of the Term Project in the Master's Without Thesis Program**

### **Article (8)**

(1) The subject of the term project prepared by the student with his/her supervisor lecturer . The proposal is determined at the beginning of the semester in which the student takes the term project course, at the latest, with the approval of the head of the department / science department and the decision of the graduate school board of directors.

(2) At the end of the semester, the student prepares the term project in accordance with the writing rules and presents it in a session determined by the head of the relevant department / science and the graduate school board and in the presence. Evaluation is done as stated in the course description form.

(3) Term project presentation report is signed and sent to the graduate school within three days following the presentation with the approval of the head of the department.

(4) The student delivers the copy of the term project on CD and the required documents for the term

to the graduate school within one month at the latest from the date of presentation.

(5) The student's semester project grade is evaluated by the supervisor lecturer.

## **Admission and Processing of Foreign Students**

### **Article (9)**

(1) Quota and application conditions of foreign candidates is determined by the proposal of the academy, the HR board, and the decision of the institute board of directors.

Postgraduate Applications for the relevant semester are announced on the institute web page within the time given in the academic calendar.

(2) Applicants with foreign nationality are obliged to meet the conditions of the department/science they will apply to and it is evaluated in itself.

3) Foreign national applicants pay the tuition and/or tuition fees determined by the University Administrative Board and within the framework of the relevant legislation, when they gain the right to be a student in master's programs with thesis. Foreign applicants who have completed their undergraduate programs in Turkey must have the program diploma accepted by the program they will apply for; Applicants who have completed their undergraduate program abroad must have a diploma from an institution whose equivalence is accepted by the Council of Higher Education.

4) Applicants who have completed their undergraduate education abroad is obliged to have the "Recognition Certificate of the Council of Higher Education" or the "Diploma Equivalency Certificate" issued by YÖK, the original or certified copy of the diploma and its notarized Turkish translation (GPA must be in a copy and notarized Turkish translation) and the original or certified copy of the transcript. 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 institute in order to start the courses. Students who do not have a Turkish proficiency certificate at B2 level are dismissed from the institute 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 from applicants who have completed their undergraduate education in Turkey and who will apply to programs conducted in a foreign language.

(6) If foreign students with Turkish scholarships do not have a Turkish proficiency certificate from TÖMER, they can study at Gazi TÖMER after conditional admission and conditional registration and start their master's program (at least at C1 level) after receiving a Turkish proficiency certificate. The time spent at TÖMER is maximum four semesters and is not included in the graduate education period. Applicants who do not receive TÖMER certificate (at least C1) at the end of four semesters will be deregistered.

(7) For students coming with protocol signed with the Government of the Republic of Turkey, bilateral agreement, European Foreign Students with Turkish Scholarships Turkish Proficiency from TÖMER. If they do not have a Turkish proficiency certificate, they can study at Gazi TÖMER after conditional admission and conditional registration and start their master's program (at least at C1 level) after receiving a Turkish proficiency certificate. The time spent at TÖMER is maximum four semesters and is not included in the graduate education period. Candidates who do not receive TÖMER certificate (at least C1) at the end of four semesters will be deregistered.

(7) The application requirements of the department/science are not required for foreign government scholarship and contracted students coming with the Union Harmonization Program, European Union Projects, student exchange programs, protocols and agreements signed between the University and foreign universities recognized and equivalent by YÖK. Student applications applying to master's programs which have the Foreign Language Exam or international foreign language exam which is recognized by Higher Education Council(YÖK)are considered if documents handed in completed and according to procedures. 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.

(8) E-mail received via e-government for Turkish citizens during final registration address must be activated and reported to the graduate school together with the residence address.

(9) Foreign national candidates apply for master's degree 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, the applicant's registration will be deleted even if the final registration has been made.

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

(11) Other principles regarding the admission of foreign students are determined by the decision of the institute board of directors.

## **Private Student Admission**

### **Article (10)**

(1) Application to take a course as a private student is made to the head of the department where the course is desired to be taken, with the "Private 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/science sends its opinion on special student applications to the graduate school.

(4) Other University/Institute students will add the decision of the board of directors to take courses from the institute directorate they are registered to in the "Private Student Course Registration" form.

(5) In private student admission, grade level is not required and entrance exam is not held.

(6) The private 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) Lessons to be taken as private student status cannot be the same as the courses taken in undergraduate and graduate programs.

8) Private students are subject to the Higher Education Institutions Student Disciplinary Regulation published in the Official Gazette dated 18/8/2012 and numbered 28388.

(9) Private students are not given diplomas or titles. A document showing the private student status, the courses taken and the grades can be given.

(10) Private students may request cancellation of registration or change of course voluntarily within the Add-Drop dates specified in the academic calendar.

(11) Other issues related to special studentship are decided by the institute board of directors.

## **Semester Leave**

### **Article (11)**

(1) Students who cannot continue their education due to military service, overseas duty and illness documented by a long-term health council report can apply for a semester leave with their documents and, if appointed, the opinion of the supervisor lecturer and the head of the department. The request for permission is sent to the graduate school by the head of the department, evaluated and decided by the institute 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 administrative board are excluded from the maximum period of the students.

(3) Permissions to be granted within the scope of Gazi University's Just and Valid Causes Directive

It is given as a semester with the decision of the institute 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 (12)**

(1) In the following cases, the student is dismissed from the graduate school with the decision of the relevant administrative board:

- a) The student's being dismissed punishment 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) If the student has not successfully completed the required compulsory and elective courses in four semesters or not having a minimum of 2.50/4.00 CGPA in master's with/without thesis programs for graduation,
  - c) The decision of rejection in the thesis defense or the rejection of the thesis which had been given the decision of correction.
  - d) If the student who is successful in the thesis defense does not submit a copy of his thesis to the graduate school till the deadline period of the program, he is dismissed.
- (2) The student can request dismissal at his own request by documenting that he is not affiliated with the supervisor lecturer, the head of the department, the laboratory, if any, or the library.

**Article (13)**

- (1) In cases not specified in the Implementation Principles, the institute board of directors gives the decisions.