

**KARADENİZ TECHNICAL UNIVERSITY**  
**PROCEDURES AND PRINCIPLES REGARDING GRADUATE EDUCATION PROGRAMS**

**A - Offering and Instructing Courses**

(1) A faculty member in charge of graduate programs can instruct maximum two credit courses, which are must or elective courses, and two field of specialization courses in a semester. However, a faculty member may instruct a third credit course in the same semester, provided that at least one of them is in English or in the interdisciplinary program in which the faculty member is in charge. Faculty members can also be assigned to non-credit courses like "Scientific Research and Project Preparation" and "Scientific Research and Publication Ethics" offered by the Graduate School.

(2) Master's and doctoral students can take a maximum of three courses/nine credits (must or elective) from the thesis advisor, separately for each program. Each student can register to only one field of specialization course offered by the thesis advisor in the same semester. Students can take a maximum of two courses/six credits, excluding non-credit courses, from a faculty member apart from their advisor. Master's and doctoral students are required to choose at least half of the minimum course load from the courses in their own departments.

(3) Doctoral students are required to take the "Scientific Research and Project Preparation " course after the second semester of the program and before the proficiency exam. "Development and Learning" and "Planning and Evaluation" courses are required to be completed until the thesis defense exam. In cases where the courses with the same names are not taken, the student is evaluated by the Graduate School Administrative Board by looking at the success of the "Educational Psychology" for the "Development and Learning" course, and the "Teaching Principles and Methods" and "Assessment and Evaluation" courses for the "Planning and Evaluation in Instruction" course. The must course "Scientific Research and Publication Ethics" in graduate education must be completed during the course period (at the latest by the end of the fourth semester). A student who is successful in taking the "Scientific Research and Publication Ethics" course during master's program is deemed exempt from this course during the doctoral period with the decision of the Graduate School Administrative Board.

(4) A student who is dismissed from any graduate program of our University or another university due to failure or various reasons can apply again to the same or a different program. In this case, the student may request to be exempted from the compulsory credit load for at most two of the postgraduate courses in which they were successful before, provided that it does not exceed six credits, in line with the approval of the relevant department. The request is finalized by the Graduate School Administrative Board.

(5) A faculty member may instruct a maximum of two field of specialization courses in the relevant semester for their advisee students. Only graduate students are registered to the 8000 coded field of specialization courses offered in the Master's programs, and only doctoral students are registered to the 9000 coded field of specialization courses. Field of specialization courses are specific to the departments that students are enrolled in, and registration cannot be made for a field of specialization course in a different department. "Field of specialization course" starts from the semester following the assignment of the advisor faculty member with the decision of the Graduate School Administrative Board and continues until the graduation of the student or the date of dismissal. These courses continue during the semester and summer holidays. However, "Field of Specialization Course" cannot be offered for the Non-Thesis Master's program. "Field of specialization course" is not offered by faculty members assigned to the country or abroad for more than three months. Offered courses are closed for these academic members.

(6) Students who have enrolled in graduate programs since the Fall Semester of the 2017-2018 Academic Year can replace a failed course with another course, provided that they meet the gains of the program they study in the next semester/semesters. This can be conducted with the advisor's recommendation, the opinion of the department chair based on the adjustment commission report, and the decision of the Graduate School Administrative Board. Upon the recommendation of the advisor, the approval of the department chair, and the decision of the Graduate School Administrative Board, the failed courses included in the transcripts of the students who registered before the Fall Semester of the 2017-2018 Academic Year are deleted from their transcripts, provided that they successfully complete the minimum course load. In non-thesis programs, the failed course/courses in the transcript are deleted, provided that the student completes the minimum course load (at least ten courses, no less than 30 credits).

(7) Pursuant to Article 6/3 of the Regulation Governing KTU Graduate Education, a graduate student can take a maximum of two courses from the undergraduate program. Likewise, a student in a doctoral program in a department where courses are separated by master's and doctoral codes can also take courses in the master's program. However, the courses taken at the Graduate School of Social Sciences in both cases are not included in the minimum course load of the concerned graduate school.

### **B - Appointment of Jury Member**

(1) Two professors or a professor and an associate professor from outside our University are assigned to the doctoral thesis defense and doctoral comprehensive examination as jury members, provided that they are from the relevant field. At least one associate professor is assigned as a jury member in the master's thesis defense exam, provided that they are from the relevant field. Jury members invited from other universities are required to be from different universities. The co-advisor of the student from a different university is not regarded as a jury member from other universities.

(2) There should be no conflict of interest (being a thesis advisor-student, being a spouse-close kinship) between the thesis advisor and the jury members from a different institution of higher education in the graduate processes (exams, committees, commissions, etc.). Likewise, there should be no conflict of interest between the candidate student and jury members.

(3) In graduate processes (exams, committees, commissions, etc.), the head of the jury is selected among the faculty members with the highest academic title.

### **C – Thesis Advisory**

(1) The thesis advisory of faculty members who have retired or left our University for any other reason can pursue their advisory until the end of the legal period, provided that the thesis proposal for master's students is approved by the Graduate School Administrative Board, and the thesis proposal for doctoral students is successful in the defense exam. However, this academic member is not assigned a course. A new advisor is assigned to the graduate student who is at the stage of taking courses.

(2) Requests for assigning and changing advisors in graduate programs, excluding non-thesis master's programs, are conducted through the forms created by the Graduate Schools and within the periods specified in the academic calendar.

### **D – Extension of Education Period**

(1) The amount of time spent because of maternity leave, a report of serious health problems requiring long-term treatment received, accompaniment leave for first-degree relatives (parents, spouses, and children), and the period of military service (in case of documenting the military service) during the

education period, provided that it is documented, is added to the period of education of students under these circumstances with the approval of the Graduate School Administrative Board. Adding the reports to the period of education is carried out as periodic implementations. If the student's request to add time to education is accepted, the course registration for the relevant semester, if any, is cancelled. In order to continue their education, the concerned students must re-register for the course in the following semester.

(2) The time spent outside of our University by students who have been granted permission/assigned to study or do research in another institution is counted from the total time.

#### **E - Students with Türkiye Scholarships**

(1) International students with Türkiye scholarship who have a Turkish proficiency certificate are exempt from the compulsory English preparatory class and English courses. In addition, these students are not required to have ALES or equivalent international proficiency certificates (pursuant to the letters of the Council of Higher Education dated 27.02.2012 /9583 and 24.06.2017/35329).

(2) International graduate students with Türkiye scholarship who apply to our university through transfer can enroll in line with the opinion of the relevant department and with the decision of the Graduate School Administrative Board.

#### **F – Similarity Report**

(1) Students are required to submit a report showing the similarity index of the thesis through their advisor before the thesis submission in graduate programs. The similarity report is prepared according to “Principles Regarding KTU-Graduate Thesis Study Originality Report”. A similarity analysis program subscribed by the University is used for the Originality Report of the Graduate Thesis Study. Similarity analysis results other than this program are not accepted.

#### **G – Implementation**

(1) As of the effective date of these Senate Principles, “KTU - Senate Principles on the Graduate Education Programs” dated 03.11.2017 and numbered 284/2 will be repealed.

(2) These Senate Principles have come into effect since the date of their adoption by the KTU Senate.