

INSTRUCTION LETTER FOR SABANCI UNIVERSITY GRADUATE PROGRAMS

SECTION ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 - (1) This instruction letter sets the principles of graduate education in the Graduate Schools of Sabancı University.

Scope

ARTICLE 2- (1) The scope of this instruction letter is education principles and the rules of implementations in master's and doctorate programs of Graduate Schools of Sabancı University.

Basis

ARTICLE 3- (1) This instruction letter has been prepared based on Article 14 of Higher Education Law with the date of 4 November 1981 and the number 2547.

Definitions

ARTICLE 4- (1) The following terms in the By-laws will have the meanings ascribed to them herein:

- a) Academic Council: The Academic Council of Sabancı University
- b) ECTS: European Credit Transfer System.
- c) ALES: Academic Personnel and Graduate Education Exam held by Student Selection and Placement Centre (ÖSYM).
- ç) Graduate School: Sabancı University Graduate School of Management, Graduate School of Engineering and Natural Sciences and; Graduate School of Social Sciences,
- d) Graduate School Administrative Board: Administrative Board of related Graduate School
- e) Graduate School Board: Related Board of Graduate School of Sabancı University
- f) Board of Trustees: The Sabancı University Board of Trustees,
- g) Student: The student enrolled in Graduate School for education.
- ğ) Student Resources Unit: The Student Resources Unit of Sabancı University
- h) President: The President of Sabancı University.
- ı) SU credit: Sabancı University Credit determined in the frame of National Credit System.
- i) University (SU): Sabancı University.
- j) Plagiarism: To indicate one's thoughts, methods, data and works as his/her own, partially or totally, without referring within scientific rules.
- k) Program Coordinator: Coordinator of the related program or a group of programs at Sabancı University.

SECTION TWO

General Provisions

Language of Instruction

ARTICLE 5- (1) The language of instruction in SU is English; however the courses approved by the Academic Council are held in Turkish.

(2) Education programs in Turkish can be offered by the decision of Academic Council and with the approval of Board of Trustees.

Academic Year

ARTICLE 6- (1) An academic year consists of minimum fourteen weeks of fall and spring semesters. Final exams for semesters are not included in this specified period. In addition, graduate courses can be offered in the optional summer term upon the approval of the Academic Council.

(2) Dates regarding applications, registrations, examinations, fees and graduation processes are stated in the academic calendar approved by the Academic Council.

Student Quotas and Admissions

ARTICLE 7- (1) The number of students to be admitted to graduate degree programs are determined by the proposal of graduate schools and approval of the President.

(2) An applicant is required to have an undergraduate diploma in order to be admitted to master's programs. For admission to PhD programs, an applicant is required to have an undergraduate degree or a master's degree with thesis. Candidates currently enrolled to undergraduate program during the application for master programs; and candidates currently enrolled to undergraduate program or thesis master program during the application for Doctorate programs, are required to complete their education until the end of the University Enrollment period announced.

(3) Coordination of graduate programs in the Graduate Schools of SU are carried out by an Graduate School Board assigned for each Graduate School upon the recommendation of the Director of the related Graduate School and approval of the President of the University.

(4) The Admission Jury consisting of at least 3 or 5 faculty members will be formed by the related Graduate School Director to evaluate the applications for graduate programs.

(5) In order to apply for master's programs with thesis or non-thesis, required conditions and documents (transcript, reference letter, an essay stating the reason for having graduate education, international standart exams, etc) are approved by Academic Council after determining by the Graduate School Board. The decision for whether ALES score is requested or not and the minimum score for ALES, if requested, is determined by the Graduate School for candidates who apply for master's program without thesis. Minimum score for ALES stated in the admission requirements should not be less than 55 for master's program with thesis. Exams which are accepted as the equivalent of ALES specified by Higher Education Council can be valid for ALES during the application. The Jury builds up a recommendation on the acceptance of the applicants, who apply to master's programs with thesis or non-thesis, according to the admission requirements specified. The weight of ALES score for evaluations, with the condition of not being lower than 50%, is determined by the Graduate School Administrative Board and the Academic Council approval.

Admission is finalized by the approval of the President upon the recommendation of the Jury stated in the related Graduate School Administrative Board decision and announced to the applicant. In

the admission stage for master's degree programs offered as thesis and non-thesis, the final decision for which one the prospect is admitted to is stated on the final admission decision.

(6) It is required to have obtained at least the minimum score from ALES determined by the Graduate School Administrative Board for the applied program in the relevant score type, which is at least 80 for applicants for doctorate programs with undergraduate degree, and at least 55 for applicants for doctorate programs with master's degree. Master's degree GPA, interviews and written exam results are taken into account if necessary, for the candidates applying to doctorate programs with master's degree with thesis besides the ALES score determined by the Graduate Schools. The weight of ALES score for evaluations, with the condition of not being lower than 50%, is determined by the Graduate School Administrative Board and the Academic Council approval. Equivalent exams accepted by Higher Education Council can also be used in place of ALES. Applicants for doctorate programs with undergraduate degree should have a minimum cumulative GPA of 3.00/4.00 or its equivalent. Required documents for application (transcript, reference letter, an essay stating the reason for having graduate education, international standart exams, etc) are approved by Academic Council after determining by the Graduate School. Admission is finalized by the approval of the President upon the recommendation of the Jury stated in the Graduate School Administrative Board decision and announced to the applicants.

(7) Admission conditions for Graduate Programs for International Candidates and Turkish citizens who have completed their entire undergraduate education abroad are determined by Graduate School Administrative Board and approved by Academic Council.

(8) Students who apply for graduate programs, must certify that they have passed one of the national and/or international English examinations recognized by SU at a level determined by SU also; or must be successful in the SU English Language Assessment Exam. Students who cannot get a "Satisfactory" score from SU English Language Assessment Exam, register to Foundation Development Year. If Sabancı University graduates get admission from Sabancı University graduate programs within the first two years following their graduation, they can be exempted from Foundation Development Year and considered as providing satisfactory level of English. In case a student, who is a citizen of a country of which native language is English, apply to graduate programs; decision about their English proficiency is taken by the Graduate School Administrative Board.

(9) Regarding admission to Doctorate Programs, it is required to have minimum score of 55 from an international exam in another language rather than the applicants' native language, accepted as equivalent to Central Foreign Language Exams by Turkish Higher Education Council; or to get an equivalent score from an international exam which is accepted as equivalent to International Foreign Language Exams by OSYM. Depending on program requirements, if there is a need for a higher score; minimum score is determined by Graduate School and approved by the Academic Council.

(10) Students, who complete their master's programs with honour degree at SU, may be exempted from the scientific proficiency exam required for admission to the PhD programs upon the resolution of the Jury. In order to have this applicable, the applicant should apply for the PhD program within the prescribed time.

(11) Students admitted by SU within the scope of the agreement between SU and the other higher education institutes, are considered as full time students for a certain period of time. These students are given transcript, showing all the courses and grades that they had while registered at SU, at the end of their education period.

(12) It is not possible to be registered and to study two different graduate programs at the same time, except non-thesis graduate programs.

Transfer from Master Program with thesis to Doctorate Program

ARTICLE 8- (1) Students registered to Master's programs may directly apply to transfer to Doctorate programs with bachelor's degree before the course registrations of the related term which they wish to transfer. Applicant students should meet the requirements for Doctorate program admission indicated in Article 7 of this instruction letter and the application for transfer should be approved by the related Graduate School Administrative Board.

Transfer between Master's Degree Programs

ARTICLE 9- (1) Transfer applications between master's degree programs with thesis and without thesis are accepted with the approval of relevant Graduate School Board. Students must complete at least one semester in the registered program and they should meet the minimum requirements for the master program that they would like to be transferred. In this case, the courses taken at master program with thesis or non-thesis can be substituted with the courses of the master program with thesis or non-thesis which they wish to transfer, by the approval of the Graduate School Administrative Board.

Admission Through Transfer

ARTICLE 10- (1) Transfer applications from other higher education institutions recognized by Turkish Higher Education Council (YÖK) to Sabancı University; or between programs in Sabancı University is evaluated by the Graduate School Administrative Board with the condition that the student had successfully completed at least one term in the registered graduate program and should be a registered student in the program while doing the transfer application. Equivalency of the graduate or undergraduate diplomas received from a higher education institute in abroad should be approved by YÖK. In order to be admitted with transfer, the application for transfer should be evaluated by the Admission Jury as positive, as defined in Article 7, Clause 4 and be approved by the Graduate School. The Admission Jury evaluates the equivalency of the credits of the student transferred from another university and for its resolution takes into consideration the success of the student in the related university he/she is transferring from and his/her level of English proficiency. Earlier periods of education of transfer students are taken into account in the calculation of the maximum education period of the students.

Special Student Admission

ARTICLE 11- (1) Students, who have graduated from or enrolled in other higher education institutions; and would like to have more knowledge on any subjects, can take graduate program courses as special student with the approval of the program coordinator. Being a special student does not provide a degree from the related program and it cannot exceed 2 semesters. Applicants for special student must fulfill the English proficiency requirements of the related Graduate School. Special students are given a transcript showing the courses they have enrolled in and their grades on these courses, upon request. This document cannot be used as a diploma or a degree.

(2) Special students are not considered as SU students and cannot benefit the rights of the students.

- (3) Students, registered in the diploma programs at SU, are not allowed to take courses as special student.
- (4) If special students enroll in graduate programs as regular students later on, the courses they succeed in can be transferred along with the grades they took as special student, with the decision of the Graduate School Administrative Board. The number of transferred courses cannot exceed 50% of the required number of courses for graduation from the registered graduate program.

Scientific Preparatory Program

ARTICLE 12- (1) Students who complete their undergraduate or graduate degree in a program rather than the graduate program they get admission; and students who complete their undergraduate or graduate degree in a higher education institution rather than Sabancı University are taken to Scientific Preparatory Program, if it is determined that they need this program. Scientific Preparatory Program cannot exceed 2 semesters and this period is not taken into consideration while calculating masters or doctorate program period. Registration of the student is cancelled, if s/he cannot succeed in this program at the end of two semesters.

(2) Students who complete the Scientific Preparatory Program in specified period of time succeeding in courses determined by Graduate School Administrative Board with at least D grade and 2.00 cumulative grade point average (CGPA) can begin their graduate programs. However, during scientific preparation program, student may also take courses from the graduate program that s/he got admission, with the suggestion of Program Coordinator and decision of Graduate School Administrative Board.

(3) The credits of the courses taken in the Scientific Preparatory Program will not be used in the graduate program that the student admitted to.

University Enrollment

ARTICLE 13- (1) Students that are admitted to graduate degree programs and as special students must complete the university enrollment process by submitting the required documents to the Directorate of Student Resources within the time periods specified in the academic calendar. The required documents for registration is announced by SU. The original copies of the required documents or the copies approved by the Graduate School are accepted. Proceedings about military service or criminal record take place on the basis of the declaration of the candidate. First registration process which is called as opening a file, can be carried out by an agent authorized by him/her with a notarized letter of attorney, if the student has an acceptable reason. Students who cannot complete the registration process or submit the required documents within the prescribed period of time are considered to have waived the right for registration. The registrations of students, who have any missing documents or any alterations in documents or who made false declarations, will be cancelled even if the registration process is completed.

Semester Registrations

ARTICLE 14- (1) Students must renew their semester registrations in the beginning of each semester within the periods announced in the academic calendar following the payment of tuition fee and other fees required to benefit from university's utilities, and make course registration by

getting the remarks of their academic advisors. Only the students that will take courses should be registered for the optional Summer term.

(2) Students who did not make their registrations during the regular registration period for fall, spring and optional summer terms can carry out the registration during the course add-drop period. No registration process can be carried out after the end of the course add-drop period. However, during the fall and spring terms, within a 2-week period after add-drop, students with accepted excuses can carry out registration with excuse upon the resolution of the Graduate School Administrative Board. Students in this category should fulfill any additional SU requirements.

(3) Any student who fails to register for any semester during his/her education period can renew his/her registration process until the end of registration with excuse period upon acceptance of his/her excuse by the Graduate School Administrative Board. These students must pay tuition fee for the related semester with other fees required to benefit from university's utilities and fulfill any other additional obligations determined by the university. The semester for which the student is not registered is included in the calculation of maximum period of education.

Course Add-Drops

ARTICLE 15- (1) Students can add/drop courses based on the dates which are shown in the Academic Calendar during the second week following the beginning of classes in fall and spring terms and during the first week of the beginning of the classes in optional summer term. In this process, which is called as add-drop process for courses, students are required to make such modifications in person by taking the approval of their academic advisors. Any add-drop processes after this period are subject to the approval of the Graduate School Administrative Board provided that the reasons submitted by the student are acceptable.

Advisory

ARTICLE 16- (1) An advisor for the students enrolled in non-thesis masters programs is determined latest by the end of the first semester after registration and is assigned before the second semester starts by the related Graduate School Administrative Board to monitor student's personal and academic development and provide guidance in the registration, add-drop, course substitution and term projects. Advisors are assigned among Faculty members or Faculty instructors who are holding _____ doctorate _____ degree.

(2) Program coordinator act as an advisor to students enrolled in thesis masters programs for course registrations, add-drop and such issues until the thesis advisor is assigned. For those students, a thesis advisor is determined among Faculty members latest by the end of the first semester after registration and is assigned before the second semester starts by the related Graduate School Administrative Board. If a Faculty member cannot be found with required qualifications, a Faculty member from other higher education institutions can be assigned as a thesis advisor by the related Graduate School Administrative Board. In case thesis work requires more than one thesis advisor, second thesis advisor is assigned. Second thesis advisor can also be a Faculty member outside of the University, but with at least doctorate degree.

(3) Program coordinator act as an advisor to students enrolled in PhD programs for course registrations, add-drop and such issues until the thesis advisor is assigned. It is required to assign a thesis advisor for the students registered in PhD programs by the related Graduate School

Administrative Board latest by the end of second semester after registration. Thesis advisor is selected among the University Faculty members. If a Faculty member cannot be found with required qualifications, a Faculty member from other higher education institutions can be assigned as a thesis advisor by the related Graduate School Administrative Board. For Faculty members it is required to manage a master thesis before, which was completed successfully, to be able to manage a PhD thesis. In case thesis work requires more than one thesis advisor, second thesis advisor is assigned. Second thesis advisor can also be a Faculty member outside of the University, but with at least doctorate degree.

SECTION THREE

Provisions for Instruction

Curriculum and Course Load

ARTICLE 17- (1) Any changes to the curriculum and courses of graduate program are determined at the beginning of each semester by the Graduate School Administrative Board. Based on the report with the supporting reasons prepared by the student's advisor, the Graduate School Administrative Board will decide if a student should take courses given at other higher education institutes.

(2) Maximum course load students can take in optional summer term is nine SU credits.

Course Credits

ARTICLE 18- (1) The credit values of courses are determined as ECTS and SU credits.

(2) The SU credit value of a graduate course is the sum of 1.0 times the weekly course hours plus 0.5 times of weekly application hours.

European Credit Transfer System represents the weekly workload of the student determined for 7th and 8th levels in accordance with Turkish Higher Education Qualifications Framework and based on gained knowledge, skills and competencies of programs. The credit values of graduate courses are determined by the Graduate School Administrative Board within the frame of above principles. In optional summer term, for each course, course hours are equal to that of fall and spring terms.

Examinations

ARTICLE 19- (1) Apart from the mid term exam(s) for every course, students are also required to take final exams.

(2) Instead of a final exam, a project can be given to the student to be completed depending on the nature of the course and the discretion of the faculty member.

(3) A make up exam is given to students who cannot take midterm or final exam for acceptable excuses to the faculty member.

(4) Faculty members are not allowed to change the date and time of the final exam without the approval of the related Graduate School Director.

(5) A make up for the final exam can be given any time until four days before the course registration of the following semester starts. In this case, 'I' grade is given for the related course by the faculty member. Conversion of 'I' grade into a letter grade is applied as explained Article 21 clause 2 (a).

(6) Examination papers will be kept in the Graduate School for two years starting from the date of the exam and destroyed at the end of the second year.

Objection to Examination Grades

ARTICLE 20- (1) Students can apply to the Graduate School in writing within 15 business days following the announcement of the exam grades to have their mid-term or final exam papers reviewed. Following the receipt of the application by the Graduate School Director, the related faculty member reviews the exam paper within at most five business days and advises the outcome back to the Graduate School Director. Any modification on the grades should be made according to Article 24 of this instruction letter.

Academic Assessment and Grades

ARTICLE 21- (1) Courses are evaluated according to this Instruction Letter provisions and grading for each course for the students is done according to this article. Success in the courses are evaluated by the related faculty member through the mid-terms, final exams and term papers given to the students. Principles of evaluation for the course, weight of the mid-term exams, term papers and final exams will be announced at the beginning of the semester. The lowest passing grade for the courses which are included in the grade point average, is “C”; and for the courses which are not included the grade point average (GPA), is “S”. The courses which are not given a grade in the period prescribed in the academic calender by the Faculty member and which are included included the grade point average (GPA), is given “F” grade; and for the courses which are not included the grade point average (GPA), is given “U”. Any modification to the grades are made according to article 24. Letter grades and coefficients are shown below:

Letter Grade	Coefficient
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0

(2) Other Grades and their usage are stated as below:

a)“I” (Incomplete) is the grade given to students, on condition that the instructor of the course approves student’s request documentary evidences, request petitions provided within 3 business days following the final examination, who fulfill the course attendance requirements, but to due some acceptable excuses cannot complete the required course works or take the final exams. Student’s documentary evidences stating the request are sent to Student Resources Unit along with

the written petition until the “Last day for grade submission stated in the academic calendar. “F” grade is given for the courses which are included the grade point average (GPA) , and “U” grade is given for the courses which are not included in the grade point average (GPA) in case the documents are not send to Student Resources Unit until the stated time.

Student, who has an “I” grade from a course, should complete required works within the stated period by the faculty member and should take the final exam on the prescribed date. Student Resources Unit is informed by the related Faculty with a resolution about “I” grade conversion dates determined until 3 days before the course registration period for the following semester at latest. Until the time stated on the decision, “I” grade, which cannot be converted by using all exam rights, will be converted to “F” grade for the courses which are included the grade point average (GPA); and “U” grade for the courses which are not included in the grade point average (GPA).

b) 'P' (Progressing) is given to students who keep their studies in thesis, projects and courses which are not included in the grade point average (GPA).

c) 'S' (Satisfactory) grade is given to students who successfully complete their studies in thesis, projects and courses which are not included in the grade point average (GPA).

ç) 'U' (Unsatisfactory) grade is given to students who are not successful in thesis, projects and courses which are not included in the grade point average (GPA).

d) 'T' (Transfer) grade is given to students who transfer from other higher education institute and is given for the students of which courses they have taken earlier in another higher education institute before they start SU graduate programs and which are considered equivalent by the Admission Jury. Also, it is used for the courses which was taken from other higher education institution as a special student while registered at SU and of which equivalency is accepted by Graduate School Board.

e) 'NA' (Not Attended) grade is given to students who do not fulfill the attendance requirements of a course. 'NA' grade is considered as an 'F' grade for the courses which are included in the grade point average (GPA); and 'U' grade for the courses which are not included in the grade point average (GPA).

f) 'P' , 'S' , 'U' and 'T' grades are not taken into account in the calculation of grade point averages.

(3) For the courses taken during student exchange programs, credit equivalency and grade adjustments are done by the related Graduate School Administrative Board.

Grade Point Average

ARTICLE 22 - (1) The total SU credit point of a student for a course is calculated by multiplying the SU credit of the course by its coefficient. In calculating the Grade Point Average (GPA), the total credit point of a student for all courses taken in the related term is divided by the total SU credits of the courses taken in that term. The Cumulative Grade Point Average (CGPA) is calculated by using the same method; however, taking into account all the courses taken starting from the enrollment of the student in SU. The average figures calculated are shown with two decimals; but, in the calculation of academic ranking achievements, all digits after comma are taken into consideration. In CGPA calculations, the last grade for a repeated course is taken into account. Transcripts include all registered courses of the student.

Announcement of Grades and Grade Reports

ARTICLE 23- (1) Grades given during the periods prescribed in the academic calendar are announced through the semester reports reflecting the academic status after they are entered in student records which is in the responsibility of the Directorate of Student Resources. All the courses, grades and academic status of students starting from the date of first registration of the student in the graduate program are shown on the transcripts and are issued by Directorate of Student Resources upon the request of the student.

Errors in Grades

ARTICLE 24- (1) Correction of an error made in an announced course grade is decided by the Graduate School Administrative Board upon the application of the related faculty member. Errors in course grades for any semester must have been corrected before the course registration period of the following semester starts.

Attendance

ARTICLE 25- (1) Attendance is compulsory for all courses, thesis, seminars, scientific preparatory courses and projects undertaken by the students. The attendance status of students is monitored by the related faculty members.

Success Auditing

ARTICLE 26- (1) Students whose Cumulative Grade Point Average (CGPA) is minimum 3.00 are considered 'Satisfactory' and students whose Cumulative Grade Point Average (CGPA) is less than 3.00 are considered "Probation" at the end of a semester.

Exemption From the Courses

ARTICLE 27- (1) Students who had taken courses earlier in a graduate program from other higher education institutions can make a request to be exempted from these courses. In order to have this applicable, students should apply to the related Graduate School in writing together with their transcripts until the last day of the registration with excuse period in the first term in which they started to the graduate program. Subject courses must have been taken in a higher education institute recognized officially by YÖK. Courses with "T" grade, which are not used to meet graduate requirements before, and of which equivalence is accepted by the Admission Jury, will not be added in the calculation of CGPA and GPA; but the grades of the courses taken in SU will be taken into account in the calculation of Grade Point Averages. The resolution of the Graduate School Board should include the number of semesters that will be reduced off the maximum period of education depending on the number of such exempted courses.

(2) Courses, taken for the exemption of Doctorate program courses while enrolled in a master's program, are notified to Student Resources Unit with the decision of the Graduate School Administrative Board before the term registrations.

(3) If a student, who took courses as a special student at SU before, get admission to graduate programs as a full-time student; exemption from the courses which are taken as a special student at SU before is being evaluated by the related Graduate School Administrative Board according to Article 11 of this instruction letter.

Repeating Courses

ARTICLE 28- (1) Students who get an 'F', 'U', 'NA' 'D', "D+", "C-" grade for a course must take the subject course again. In the event subject courses are elective courses which they could not receive a passing grade or courses dropped from the curriculum, students should take a substitute course approved by his/her academic advisor. This condition is not required for the students who successfully complete the courses of the program that they are registered and who fulfill other graduation requirements. In the calculation of CGPA, the previous credit total point received for the repeated courses is replaced with the new credit total point; however all registered courses of the student are shown in the transcript. Students can not repeat the courses that they have passed with "B" grade or above.

Substituting Courses

ARTICLE 29- (1) Courses with the same codes substitute for each other automatically within the scope of principles of repeating courses and no further action is required by the student. Courses with different codes and courses replaced with the ones taken out of the program can substitute for each other provided that they meet the following criteria:

- a) In this process, a course can be substituted for only one other course.
- b) Courses taken in the same semester cannot substitute for each other.
- c) Course with grade 'B' or above cannot to be substituted for other courses.
- ç) A course taken in the current semester can be substituted with some other course taken in the previous semesters but courses taken in the previous semesters can not be substituted with each other.
- d) Courses can be taken instead of the other courses transferred from other universities with a "T" grade. Students with such cases must follow the course substitution process.
- e) Student submits the request for course substitution to the advisor and upon his approval, the application will be sent by the student to the Directorate of Student Resources for action. Course substitution requests must be submitted to the Directorate of Student Resources for Fall and Spring terms between the beginning of the eleventh, for optional summer term beginning of the fifth week following the beginning of classes and the last business day of final exams.
- f) In the calculation of CGPA for the registered semester, the previous total credit point received for the substituted course is replaced with the new total credit point of the last course; this application does not effect the GPA and CGPA calculations for previous semesters. However all registered courses of the student are shown in the transcript.
- g) Students who take courses from other higher education institutions as special student while registered at SU, can substitute courses by following the steps below:
 - 1) SU Graduate School Administrative Board has to analyze and approve the content of the course to be substituted.
 - 2) For course substitution, the student has to apply to the related Graduate School, in which s/he is registered, until the last last day of course registrations in the first following semester. The courses approved by the Graduate School Administrative are counted towards the student's degree program at SU with a "T" grade.

3) In Summer term, the maximum number of SU credits, taken from SU or other universities as a special student, is applied in accordance with the course load indicated in Article 17, Clause 2 of this instruction letter.

Opening Joint Degree Programs

ARTICLE 30- (1) International Joint-Degree programs with higher education institutions on abroad can be opened with the protocol composed within the frame of Instruction Letter for Establishment of Joint-Degree Programs between Higher Education Institutions and Other Higher Education Institutions included in Abroad Programs. Education process is described in this protocol according to the related principles.

Diplomas

ARTICLE 31- (1) Students should notify Student Resources Unit about their graduation request by applying in the prescribed period announced in Academic Calendar.

(2) Students, who have a minimum GPA of 3.00, calculated according to SU credits of all courses taken and with the courses used in the graduation requirements of the master's program admitted, who are successful in project course and who meet other conditions for graduation, are given a Diploma Supplement prepared according to ECTS principles and non-thesis master's diploma.

(3) Students, who meet graduation requirements of the registered master's program with thesis; have a minimum GPA of 3.00, calculated according to SU credits of all courses taken and with the courses used in the graduation requirements of the master's program with thesis admitted; who are successful in thesis exam; submit minimum 3 hardcover thesis copies to the related Graduate School within one month after the thesis exam and whose thesis meet formal requirements; and who meet other conditions for graduation, are given a Diploma Supplement prepared according to ECTS principles and SU thesis master's diploma. Graduation date is the date when the signed version of the thesis is granted by the thesis exam jury. (4) Students, who meet graduation requirements of the registered doctorate program; have a minimum GPA of 3.00, calculated according to SU credits of all courses taken and with the courses used in the graduation requirements of the doctorate program admitted; who are successful in doctoral qualifying exam, thesis proposal and thesis exam; and submit minimum 3 hardcover thesis copies to the related Graduate School within one month after the thesis exam and whose thesis meet formal requirements; and who meet other conditions for graduation, are given a Diploma Supplement prepared according to ECTS principles and SU doctorate diploma. Graduation date is the date when the signed version of the thesis is granted by the thesis exam jury. (5) The name of the program, approved by Turkish Higher Education Council, that the student has attended is written on the diploma.

(6) In order to receive a graduate diploma from SU, a student, excluding the students admitted to international joint degree programs conducted with an institution of higher education abroad, must have spent his/her last semester as a full time student in a graduate program at SU. Optional summer term is not included in the last term specified.

(7) Students, who fulfill at least seven course out of offered courses for the PhD Program but unable to complete this program, can transfer to graduate programs with the approval of the Graduate School Administrative Board. The Graduate School Administrative Board should state which prior courses are accepted and identify the number of semesters spent.

(8) A soft copy of doctorate or master thesis is sent to Turkish Higher Education Council Directorate electronically within 3 months following the submission date of the thesis by the related Graduate School.

Loss of Diploma and Issuing a New Diploma

ARTICLE 32-(1) In the event a diploma is lost, a new diploma is prepared on one time basis, provided that an advertisement is published in an authorized Turkey-wide newspaper, required fee is paid and a petition is submitted to the University. In this case, a statement saying that the diploma is prepared due to its loss, is stated on the diploma.

SECTION FOUR Master's With Thesis

Graduation Requirements of the Program

ARTICLE 33- (1) Graduate program with thesis consists of seven courses with minimum hundred-and-twenty ECTS credits and twenty-one SU credits in total, one seminar course and the thesis work. Credit sum of compulsory courses cannot exceed the half of total number of credits of the program.

(2) Normal duration of a Master's program with a thesis is four semesters, regardless of registering for each semester or not, excluding the duration of scientific preparatory program; and maximum duration is 6 semesters. Students who cannot complete the seminar course and the other courses successfully; and those who become unsuccessful with the thesis work within the maximum duration or do not defend their thesis are dismissed from the University.

(3) Students can graduate from master's with thesis program earlier than four semesters if they fulfill graduation requirements.

(4) The student can take at most two undergraduate courses with the condition that not taking the courses before while registered in undergraduate programs, upon the resolution of Graduate School Administrative Board. In addition, upon the recommendation of the academic advisor and the program coordinator and with the decision of the Graduate School Administrative Board, students can take maximum two graduate program courses from other higher education institutes which would be included in the graduation requirement of the program attended.

Thesis

ARTICLE 34- (1) Students who successfully complete required coursework must prepare and submit a thesis in order to receive a graduate degree. Students registered in thesis master's degree programs are required to submit their thesis subject to the Graduate School latest by the end of the second semester. Thesis subject is finalized with the approval of the Graduate School Administrative Board and students must register for their thesis courses for each semester beginning from latest the third semester.

(2) The Thesis Jury for the Graduate Program is appointed with the Graduate School Administrative Board approval upon the recommendation of the thesis advisor and the program coordinator at latest a month before the thesis defense date. The thesis Jury consists of 3 or 5 faculty members; one is the student's thesis advisor, at least one from another higher education institute

rather than SU. If the Thesis Jury consists of 3 people, the second thesis advisor cannot be a jury member. Moreover, one substitute member can also be assigned.

(3) Any student who completes his/her thesis study within the specified period has to write and defend it against the Jury in English unless otherwise is stated at the beginning of the graduate program.

(4) Before the defense of the thesis; and if a modification is advised after the defense, students complete their thesis and submit it to their advisor. Advisor submit the thesis to the Graduate School with his/her view that the thesis is defendable. Graduate School prepares plagiarism report of the thesis and sends it to the advisor and the thesis jury. If plagiarism is detected in the thesis, thesis is sent to the Graduate School Administrative Board for decision together with explained reasons.

(5) After completing thesis, the student submit requested number of copies of the thesis to his/her advisor. Advisor sends copies of the thesis to the related Graduate School via the program coordinator, together with his/her written views on the conformity of the thesis to spelling rules.

(6) Jury members meet together and have the student for thesis exam latest a month after the submission of thesis to themselves. Thesis exam composed of defense of the thesis, and question and answer session following the defense; and this is open to public.

(7) At the end of the exam, the Jury resolves in majority and privately if thesis is accepted, rejected or any modification is required on it. Members of the Jury are not allowed to give abstaining votes. The program coordinator informs the related Graduate School on the decision within 3 days at most with the written records. Student whose thesis is refused is dismissed from the University. The student whose thesis is decided to be modified makes the required changes and defends his/her thesis against the same Jury within maximum 3 months. Such students, who are asked to review their theses, must register for the term for which they get modification request. Students, whose thesis is refused after correction, are dismissed from the University. Upon such students' demand, they can be given a non-thesis master's degree diploma on the condition that they meet the requirements of the program such as course load and writing a project.. These students are given an additional one term to complete requirements of the non-thesis master's program.

(8) Provided that other requirements are also fulfilled, graduate students, who submit minimum 3 bound copies of the thesis accepted and having internal cover of the thesis signed by the members of the Jury to the related Graduate School within one month from the date of the exam and if the thesis found meeting formal conditions are entitled to have Master's with thesis diploma and are given master's with thesis diploma within the scope of Article 31 of this instruction letter. Graduate School Administrative Board may extend thesis submission date at most one more month upon request. Students who do not fulfill this requirements cannot get their diploma until they fulfill, cannot benefit from student rights, and if the maximum period ends, their registration is cancelled.

SECTION FIVE

Master's Without Thesis

Graduation Requirements of the Program

ARTICLE 35 – (1) Master's program without thesis consists of minimum ten courses with minimum sixty ECTS credits and minimum thirty SU credits in total, and a semester project course which is not included in the grade point average.

(2) Duration of a Master's program without thesis is minimum two semesters and maximum

3 semesters, regardless of registering for each semester or not, excluding the duration of scientific preparatory program and optional summer term. Students who become unsuccessful or who cannot complete the program at the end of this period are dismissed from the higher education institution.

(3) Upon the recommendation of the academic advisor and the decision of the related Graduate School Administrative Board, students can take courses of graduate programs from other higher education institutions which would be included in the graduation requirements of the program attended.

(4) Students must register in the semester project in the period it is given and submit a written report at the end of the semester.

(5) Students can take up to three courses from the undergraduate program with the resolution of the related Graduate School Administrative Board, provided that these courses are not taken previously during the period of undergraduate program.

(6) Students who successfully complete their courses which are included in the grade point average and semester project; and fulfilling other requirements, if present, for graduation are eligible to get non-thesis master's diploma.

SECTION SIX

Double Master's Without Thesis

Purpose

ARTICLE 36- (1) Double Master's without thesis programs with intergrated designation can be opened which give an opportunity to get degree in two complimentary fields at the same time.

Opening Double Master's Program Without Thesis

ARTICLE 37- (1) "Double Master's Degree Program without Thesis" is opened with the proposal of the Graduate School Administrative Board and the approval of The Board of Trustees.

Graduation Requirement of the Program

ARTICLE 38- (1) Double Master's Program Without Thesis is at least sixty SU credits program where 10 courses from each program with a total credit of 20 need to be taken from in addition to a project which is not included in the grade point average. ECTS credits requirements of the program are evaluated and determined according to Article 35 of this instruction letter.

(2) Duration of Double Master's Program Without Thesis is minimum two semesters and maximum 3 semesters, regardless of registering for each semester or not, excluding the duration of scientific preparatory program. Students who become unsuccessful or who cannot complete the program at the end of this period are dismissed from the higher education institution.

(3) At the end of the program, students should fulfill graduation requirements of both diploma programs and having minimum 3.00 CGPA from the courses which are calculated with SU Credits for graduation requirements; and having minimum CGPA of 3.00 from all courses taken which are calculated according to SU credits, should successfully complete all courses included in grade point average and semester projects, and should meet other conditions to graduate from the program.

(4) Upon the recommendation of the academic advisor and the decision of the related Graduate School Administrative Board, students can take courses of graduate programs from other

higher education institutes which would be included in the course load of the program attended.

(5) Students must register to the semester project in the semester it is offered and submit a written report at the end of the semester.

(6) Students can take at most three courses, that are not taken before from undergraduate programs, with the decision of the related Graduate School Administrative Board.

(7) Students who would like to leave the one of the programs at any time during the course of their study can be transferred to other graduate programs at the university with the decision of the related Graduate School Administrative Board.

SECTION SEVEN

Doctorate Program

Graduation Requirements of the Program

ARTICLE 39-(1) Doctorate program for students admitted with master's with thesis degree consists of minimum seven courses with minimum two-hundred-and-forty ECTS credits and twenty-one SU credits in total, seminar course and the doctoral qualifying exam, thesis submission and thesis work; whereas for student admitted with undergraduate degree consists of minimum fourteen courses with minimum three-hundred ECTS credits and forty-two SU credits in total, seminar course and the doctoral qualifying exam, thesis submission and thesis work.

(2) Duration to successfully complete courses in doctorate program for students admitted with master's with thesis degree is maximum four semesters, and for those admitted with undergraduate degree is maximum six semesters excluding the duration of scientific preparatory program and optional summer term. Students who cannot complete the credit courses successfully or cannot meet minimum specified CGPA within this period are dismissed from the University.

(3) Normal duration to complete doctorate program for students admitted with master's with thesis degree is eight semesters but maximum twelve; and for those admitted with undergraduate degree is ten semesters but maximum fourteen, regardless of registering for each semester or not, and excluding the duration of scientific preparatory program and optional summer term. Students who successfully complete the credit courses, getting satisfactory result from doctoral qualifying exam and whose thesis submission is accepted are dismissed from the University, if they do not complete thesis work until the end of prescribed period.

(4) If students, who are registered to a doctorate program and not successful in doctorate thesis or cannot complete their thesis and/or courses in the prescribed period of time, are given a non-thesis master's diploma upon their request under the condition that they meet the requirements for non-thesis master's program such as credit load, project and such. .

(5) Upon the recommendation of the program coordinator and the decision of the related Graduate School Administrative Board, students admitted to doctorate program with thesis master's degree can take maximum two; those admitted with undergraduate degree can take maximum four graduate program courses from other higher education institutes which would be included in the course load of the program attended.

(6) Courses from undergraduate programs are not counted towards the PhD graduation requirements. Registration for undergraduate courses, which will not be counted towards the student's doctorate graduation requirements, is made upon the decision of related Graduate School Administrative Board.

Doctoral Qualifying Exam

ARTICLE 40- (1) Students who complete courses and seminars can take Doctoral Qualifying Exam at most twice in a year. Students; admitted with a graduate degree must succeed the Doctoral Qualifying Exam within the first 5 semesters, where the students admitted with an undergraduate degree must succeed within the first 7 semesters excluding the optional summer term.

(2) The Doctoral Qualifying Exams are organized and executed by Doctoral Qualifying Committee assigned by related Graduate School Administrative Board, consisting of 5 full time faculty members of SU. The Doctoral Qualifying Exam is given by a Jury composed of 5 faculty members including the advisor, with the condition that at least 2 of them should be from other higher education institutions. Related Graduate School Administrative Board decides whether the advisor has a right to vote or not. In case the advisor does not has a right to vote, Jury should be composed of 6 faculty members. Qualifying exam meetings are held open to public.

(3) The Doctoral Qualifying Exam is given in two parts, both written and verbal. If a student is successful from written part can attend to the verbal exam. The Doctoral Qualifying Committee decides whether the student is successful or has failed on the basis of a majority vote, taking written and oral examination scores into consideration. This final decision will be reported in written to the related Institute by the program coordinator within three days following the qualifying exam.

(4) Students that are not successful in the Doctoral Qualifying Exam take the exam again for his/her unsuccessful part(s) in the following semester. Students that are successful either in the verbal or the written part of the exam will only have the part in the following term that he/she has been unsuccessful before. In case the student become unsuccessful again, his/her doctorate program registration is cancelled.

(5) The Doctoral Qualifying Committee may ask the student who is successful in the Doctoral Qualifying Exam to take additional courses not exceeding 1/3 of total number of credits of the registered program even if the course load is completed. Student have to be successful in these courses which are specified with the related Graduate School Administrative Board resolution.

Thesis Committee and Defense of Thesis Proposal

ARTICLE 41- (1) The Thesis Committee is formed by the Graduate School Administrative Board for the students who successfully complete the Doctoral Qualifying Exam. Thesis Committee composed of 3 members: the thesis advisor, SU faculty member within the same program, and faculty member from other a different field. A second thesis advisor can be assigned if required, can not be a thesis committee member but can join to Committee meeting. There may be changes in the members of the Thesis Committee with the decision of the related Graduate School Administrative Board.

(2) The student who is successful in the Doctoral Qualifying Exam defends verbally before the Thesis Committee his/her thesis proposal including the purpose, method and study schedule of the research that he will make, within maximum six months. The student is required to deliver a written report on this issue to the members of the Committee minimum fifteen days before the verbal defense.

(3) The Thesis Committee decides in majority on the acceptance or rejection of the thesis proposal submitted. If a modification is needed, student is given a month. At the end of this period,

the decision, taken as acceptance or rejection of the thesis proposal with majority of votes, is notified to the Graduate School in writing within 3 days.

(4) Students whose dissertation proposal is accepted, may apply to Graduate School Board to change the thesis subject in which they registered. This application is evaluated by the Graduate School Administrative Board.

(5) The Thesis Committee meet at least twice a year (in periods during January-June at least once and July-December at least once) for students whose thesis proposal is accepted. The student is subject to prepare a written report to the committee members at least one month prior to the meeting date. The summary of all studies accomplished until this date and the study plan for the following semester should be stated in this report. The student who is found unsuccessful by the committee members twice consecutively or three times intermittently is dismissed from the University.

(6) Student, who does not attend thesis dissertation without an acceptable excuse in the prescribed period of time as explained with the second clause of this article, is considered as unsuccessful and his/her thesis proposal is rejected.

(7) The student whose thesis proposal is rejected is entitled to select a new advisor or/and a new subject. In this case, a new Thesis Committee can be assigned. The student who would like to continue the program with the same advisor is taken to thesis proposal dissertation again within three months; whereas the student who changes his/her advisor and subject is taken within six months. If his/her thesis proposal dissertation is rejected again, the student is dismissed from the University.

Thesis

ARTICLE 42- (1) Students who are successful in their PhD thesis proposals may defend their thesis at least one semester later. Unless otherwise is stated, students must write and defend the thesis in English before the Jury.

(2) Before the defense of the doctorate thesis; and if a modification is advised after the defense, students complete their thesis and submit it to their advisor. Advisor submit the thesis to the Graduate School with his/her view that the thesis is defensible. Graduate School prepares plagiarism report of the thesis and sends it to the advisor and the thesis jury. If plagiarism is detected in the thesis, thesis is sent to the Graduate School Administrative Board for decision together with explained reasons.

(3) Minimum three Thesis Committee reports which are evaluated as successfully and have been submitted are required to finalise the student's thesis.

(4) The Thesis Jury for the Graduate Program is appointed with the Graduate School Administrative Board approval upon the recommendation of the thesis advisor and the program coordinator at latest a month before the thesis defense date. The thesis Jury consists of 5 faculty members including the thesis advisor; three Faculty Members are from the thesis committee, at least two faculty members from other higher education institutions. Related Administrative Board decides whether the thesis advisor has a right to vote or not. If s/he is not entitled to vote, jury is composed of 6 members. Also, second thesis advisor can be a part of the jury, without being entitled to vote.

(5) The defense of the thesis is made within one month after it is submitted to the Jury. The date and place for the defense of the thesis is announced at least one week in advance and is available

for the members of the related Graduate School to review. Thesis exam has two phases, one of which is a presentation of the thesis and the other consisting of questions and answers, and this exam is open to listeners.

(6) After the defense of the thesis, the Jury resolves by majority and privately if the thesis is "Accepted", "Rejected" or "Modification" required on it and informs the Graduate School of its decision within three days following the defense, in writing. Students are considered as successful whose thesis are accepted. The student whose thesis is decided to be modified makes the required changes and defends the thesis against the same Jury again within maximum six months. Such students, who are asked to review their theses, must register for semester. Students whose thesis is rejected on defense after correction are dismissed from the University. Students, whose thesis is rejected is also dismissed from the University. If doctorate students, who fail in their thesis are given a non-thesis master's diploma upon their request, but they should meet the conditions stated in Article 39, clause 4 of this instruction letter.

(7) Student who completes thesis work submit required number of copies of the thesis to the advisor. Advisor sends copies of the thesis to the related Graduate School via the program coordinator, together with his/her written views on the conformity of the thesis to spelling rules.

(8) Provided that other requirements are also fulfilled; doctorate students, who submit minimum 3 bound copies of the doctorate thesis accepted and having internal cover of the thesis signed by the members of the Jury to the related Graduate School within one month from the date of the exam and if the thesis found meeting formal conditions are entitled to have diploma and are given doctorate diploma within the scope of Article 31 of this instruction letter. Graduate School Administrative Board may extend thesis submission date at most one more month upon request. Students who do not fulfill this requirements cannot get their diploma until they fulfill, cannot benefit from student rights, and if the maximum period ends, their registration is cancelled.

SECTION EIGHT

Other and Last Provisions

Withdrawal from the University and Canceling the Registration

ARTICLE 43- (1) Students can apply to the Directorate of Student Resources at any time to withdraw from the University or cancellation of the registration of the optional summer term. Processes to be carried out for reimbursement and registered courses for these students are explained below:

a) If the application for withdrawal from the University for Fall and Spring terms is made by the students until the end of course registrations period, they are not obliged to pay any tuition fees and other fees required to benefit from University facilities. Any payments made are returned to student. In order to get the refund, students should not have any unpaid balance to the University and should return all the goods and equipment provided by SU for the student's use without any damage.

b) If the application for withdrawal from the University for Fall and Spring terms is made by the student until the end of the last business day of fourth week following the first day of classes; or cancellation of the registration in the optional summer term until the last business day of the second week following the first day of classes; 25% of the registration fee must be paid for Fall and

Spring terms; 25% of the registered course(s) fee is paid for optional summer term. If more than this amount is paid a refund is given to the student. If the paid amount does not meet 25%, extra payment is requested from the student. In order to get the refund, students should not have any unpaid balance to the University and should return all the goods and equipment provided by SU for the student's use without any damage. No refunds shall be made for applications after the stated date in this clause.

c) If the student applies to withdraw from the University for Fall and Spring terms until the last business day of the tenth week after beginning of classes; or cancellation of the registration in the optional summer term until the last business day following the second week after the beginning of classes, the registered courses are deleted from the semester records. In case the student make this application after the stated dates, registered courses and grades are stated in the semester records and the withdrawal or registration cancellation request is processed as of the following semester.

c) The students, who left the University with any reason, are given original documents back which they submit during University registration on condition that they complete the registration cancellation procedures and the copies are kept in student's file in the University.

d) If the students, who left the University, elect to register in SU again, must fulfill all the requirements of admission applicable to all new students specified in this instruction letter.

Reasons for Semester Leave

ARTICLE 44- (1) Students can apply for semester leave due to health, financial, family, personal, academic reasons and unexpected indispensable situations by proving with a document. If students, who are conscripted, arrested, condemned or taken into custody, apply within 2 months after the situation arise or finalized; they can be granted a leave of absence starting from the beginning of the situation and only for the period indicated Article 45, with the approval of the related Graduate School Administrative Board.

Period of Semester Leave

ARTICLE 45- (1) Graduate students can go on semester leave at most one academic year at once, for 4 semesters in total. Students registered in Scientific Preparatory Year can go on semester leave at most two semesters. The periods of semester leave are not included in the period of education.

Application for Semester Leave

ARTICLE 46- (1) Students who want to go on semester leave submit their applications to the relevant Faculty Dean's Office with a petition and the supporting documents, last business day which is four week before the first day of Final Exams. Applications made after this date is not processed. The request for semester leave is reviewed and concluded by related Graduate School Administrative Board. If the request for leave is accepted, the date of the Graduate School Administrative Board 's approval is taken as the beginning of the leave period.

Going on Semester Leave

ARTICLE 47- (1) The principles are mentioned below for students who go on semester leave:

a) If the student applies for semester leave before the last business day of the fourth week

following the first day of classes and if the request for semester leave is accepted, he/she has to pay 25% of the tuition fee for that semester if the leave is for one semester; whereas 25% of the tuition fee for that academic year if the leave is for an academic year.

b) Between the first day of fifth week and the last business day of the week four weeks before the first date of final exams, if a student apply for semester leave and if it is accepted; he/she has to pay 50% of the tuition fee for that semester if the leave is for one semester; whereas 50% of the tuition fee for that academic year if the leave is for an academic year. After this date, total tuition fee for semester should be paid in case of evaluating the applications essentially until the last day of courses of the related semester and if accepted, no refund will be made.

c) To process the semester leave and to return the extra amount paid to the student, whose semester leave application is approved, students should not have any unpaid balance to the University and should return all the goods and equipment provided by SU for the student's use without any damage. Payments made for semester leave cannot be used for the following tuition fees. Course(s) taken in the related term by the student, whose semester leave application is approved and who fulfill obligations about payment, are removed from termly course registration records.

ç) The facilities provided by the University and student rights for which students can benefit, will be detemined by the University Senate throughout the duration of their semester leave.

Coming Back From Semester Leave

ARTICLE 48- (1) Following a semester leave, students can register for the semester by paying the required tuition fee and by fulfilling obligations as determined by University and continue their education. If students want to return to school while on semester leave, they apply with a petition to related Graduate School Directorate. The leave of absence fee paid for the concerned semester by a student who has returned from the leave of absence in this way upon the approval of the Graduate School Administrative Board is deducted from the tuition fee for the registered semester.

Disciplinary Actions

ARTICLE 49- (1) Disciplinary status of the students is monitored within the framework of Instruction Letter of Disciplinary Actions for Students published on August 18, 2012 in the Official Gazette numbered 28388 and in accordance with the principles set by SU.

Scholarships

ARTICLE 50- (1) Distribution of scholarships to students is carried out by a Committee assigned by the President in accordance with the rules set by University.

Fees

ARTICLE 51- (1) Yearly tuition fees are determined each year by the Board of Trustees and announced. Students should pay the required fees. Students who do not pay the tuition fee, in order to get benefit of facilities provided by the University, within the specified period at the beginning of each semester, are not registered.

(2) The students under disciplinary action, have to pay the tuition fee during their suspension period. No refund will be made to these students.

Provisional Clause

ARTICLE 52 – (1) For the issues, which are not covered in this instruction letter, related regulations and instructional provisions of Academic Council are applied.

Instruction Letter Out of Date

ARTICLE 53- (1) Instruction Letter for Sabancı University Graduate Programs published in the Official Gazette on October 30, 2014 with the number 28873 is out of date.

Effectivity

ARTICLE 54- (1) This instruction letter becomes effective as of the date it is published in the Official Gazette.

Execution

ARTICLE 55- (1) Provisions of this instruction letter shall be executed by the President of Sabancı University.