



ISTANBUL SABAHATTIN ZAIM UNIVERSITY (IZU)

GRADUATE EDUCATION INSTITUTE

GRADUATE STUDENT HANDBOOK

APRIL 2021

MASTER PROGRAM WITH THESIS

Master's Program with Thesis

The master's program consists of **seven (7) courses and one graduate seminar, as well as a thesis proposal and a successfully written and defended thesis.**

Time of Education

The duration of the master's program with a thesis is **2 years or 4 semesters**, excluding the time spent in **the language preparatory program and scientific preparation**. The program can be completed **at most in six (6) semesters**. Those who cannot complete required course credits and the graduate seminar course in the curriculum at the end of four (4) semesters (2 years) or who fail to fulfil the success criteria stipulated by the University within this period and those who fail in their thesis work or fail to defend their thesis within the maximum periods are dismissed from the University.

The Appointment of a Thesis Supervisor

In the master's program with a thesis, a thesis **Supervisor** is assigned to the student to help her/him during the thesis writing procedures by **the end of the first semester or by the end of the second semester at the latest**. The appointment of the thesis supervisor is finalized with the approval of the institute executive board.

The Thesis Title and Thesis Proposal

The student must submit a thesis title with a thesis proposal to the institute by the end of the second semester at the latest. The title of the thesis should be determined together with the thesis supervisor. Procedures for the thesis title and the thesis proposal are finalized with the approval of the institute executive board.

The Publication Requirement to Graduate from the Master's Program with Thesis

To graduate from the Master's program with a thesis, the student must fulfil **at least one of the following publication conditions before taking the thesis defence.**

- A paper presented at national or international scientific meetings,
- An article published in a refereed/an indexed journal (such as SSCI journals) accepted for publication or with a DOI number,
- A paper presented at the symposiums organized by IZU in the Social/Science fields,
- The publication should be related to the subject of the student's thesis or a subject related to the department.
- In publications, the approval of the thesis supervisor must be obtained.
- Publications must have the name of Istanbul Sabahattin Zaim University.

Completion of the Master's Thesis

- The student must write **a successful thesis according to the institute thesis writing guidelines and defend it orally before the jury.**

- Together with her/his supervisor, the student should complete the thesis making necessary final corrections before the defence of the master's thesis.
- Having checked and confirmed by the thesis supervisor, the supervisor should first send it to the thesis control centre including the plagiarism report, and then to the institute together with the written remarks that explain the thesis may be defended and written under the institute thesis writing guide.

The Appointment of Master's Thesis Defence Jury

- The thesis defence jury members are appointed with the approval of the institute executive board upon the recommendation of the thesis supervisor and the head of the program. The jury consists of **three or five faculty members, one of whom is the student's thesis supervisor and one is from another university.**
- Assigned jury members should meet at the earliest 15 days from the date after the thesis is submitted to them and at the latest in one month take the student to the thesis evaluation.
- The thesis may be accepted with minor corrections or with major corrections. **If the thesis is accepted with major correction, the student is given 3 months to correct these major mistakes in the thesis.** After the completion of the corrections, the student should defend it again in front of the same jury within three months at the latest. At the end of this defence, the student's thesis is accepted or rejected. **If the thesis is rejected, the student is dismissed from the University.**
- The student whose thesis is rejected is **dismissed from the Graduate Education Institute.**
- If the student whose thesis is rejected, he/she may be awarded **a master's diploma without a thesis**, provided that **he/she fulfils the requirements of the non-thesis master's program, course credit load, project writing and similar requirements.**

Graduation

A student must meet the following criteria to graduate from the program s/he enrolled in:

- a) Complete the courses (**7 Main courses + 1 Graduate Seminar course**),
- b) Have a cumulative grade point average of **2.50 and above**,
- c) Gain **120 ECTS**,
- d) Fulfil at least **one of the following publication conditions** before the thesis defence:
 1. A paper presented at national or international scientific meetings,
 2. An article published in a refereed / indexed journal, accepted for publication or with a DOI number,
 3. At the symposiums to be organized by IZU in the fields of Social / Science a paper presented.
 4. The publication should be related to the field of the student's thesis' subject or the department.
 5. In publications, the approval of the thesis supervisor must be obtained. Provided

that they pass the thesis interview, students who submit two copies of the bound thesis to the institute within one month at the latest from the date of entry to the thesis exam are awarded a master's degree with a thesis.

NOTE: The institute board of directors may extend the delivery period for a maximum of one month upon requests. A student who does not fulfil these conditions cannot receive his/her diploma until he/she fulfils the conditions, cannot benefit from student rights and is dismissed from the university if the maximum period expires.

MASTER'S PROGRAM WITHOUT THESIS

Non-thesis Master's Program

This program consists of **a total of thirty (local) credits with a minimum of ten courses and a master project.**

Time

The duration to complete this program is at least **two semesters and at most three semesters** excluding the time spent in scientific preparation. Students who fail or fail to complete the program at the end of this period are dismissed from the University.

Appointment of the Project supervisor

A project supervisor is assigned to the student by the end of the first semester at the latest. The appointment of the project supervisor is finalized with the approval of the institute board of directors.

Determination of the Project Topic

The student, together with the advisor, decides his/her project title and submit it to the institute for approval within fifteen days at the latest from the start of the second-semester courses.

Graduation

- A student must complete **ten (10) courses (3 hours per week) and master's project work (Total 90 ECTS)**. The normal duration of this program is **2 semesters**, the maximum duration is **3 semesters**.
- A non-thesis graduate diploma is awarded to students who complete **their credit courses above and graduate project and have a cumulative grade point average of 2.50 and above.**

DOCTORAL PROGRAM

Doctorate Program

For a student accepted to a doctorate program at the IZU with a master's degree with a thesis, the program consists of a minimum of **seven (7) courses, 1 seminar course, a comprehensive exam, a thesis proposal, a successfully written and defended dissertation.**

For students admitted to a doctorate program with a bachelor's degree, the program consists of **fourteen (14) courses, 1 seminar course, a comprehensive exam, a thesis proposal, a successfully written and defended dissertation.**

Time

The normal time of a doctorate program is **eight (8) semesters for those who are admitted with a master's degree with thesis**, excluding the time spent in scientific preparation, and **the maximum completion period is twelve (12) semesters; it is ten (10) semesters for those admitted with a bachelor's degree, and the maximum completion period is fourteen (14) semesters.**

The maximum period of completing the credited courses required for the doctorate program is **four (4) semesters for those who are accepted with a master's degree with thesis and six (6) semesters for those who are accepted with a bachelor's degree.** Students who cannot complete their credit courses within this period or whose cumulative grade point average is at least 3.0 out of 4.0 are dismissed from the University.

A student, who completes his credit courses and is successful in the comprehensive exam and whose dissertation proposal is also accepted, but who cannot complete his/her dissertation study until the end of twelve or fourteen semesters, **is dismissed from the University.**

Students, who have applied to a doctorate program with a bachelor's degree, but who cannot complete their credit courses and/or thesis work within the maximum duration and who fail in their doctoral thesis, **are awarded a master's diploma without thesis, provided that they fulfil the required credit load, project and other similar requirements for the non-thesis master.**

Appointment of a Thesis Advisor

A doctorate student is assigned a dissertation supervisor by the end of the second semester at the latest. The appointment of the dissertation supervisor is finalized by the decision of the institute executive board.

Comprehensive Examination

A student, who completes his/her courses **(7 courses) lectures and 1 graduate seminar and has a CGPA of 3.0 and above**, can apply for a doctoral comprehensive examination. The student can take the comprehensive examination at most **twice a year in both June and December.**

The student, who is accepted to a doctorate program with a master's degree, **must take the comprehensive examination by the end of the fifth semester at the latest**. Also, the student, who is accepted to a doctorate program with a bachelor's degree, **is supposed to take the exam by the end of the seventh semester at the latest**.

The student, who does not take the doctoral comprehensive examination at the end of these periods, is considered “**unsuccessful**” and is given the right to apply for the doctoral comprehensive examination to be held in the following semester. **The student, who fails or fails to take this exam, is dismissed from the University.**

The comprehensive examination is given by the jury recommended by the head of the relevant program and approved by the institute executive board. The comprehensive examination jury consists of **five faculty members** - one is the dissertation supervisor, from the university and at least two of whom are from another university.

The comprehensive examination is **comprised of two parts - written and oral**. The student, who is successful in the written exam, is allowed to take the oral exam.

The student, who fails in the comprehensive examination, is given one more examination in the following semester by the program where s/he does her/his doctorate. **The student, who fails again (twice) in the comprehensive examination, is dismissed from the doctorate program.**

The comprehensive examination jury may request a student who passes the comprehensive examination to take the **extra course(s)**, even if s/he complete the required course load, provided that the courses do not exceed one-third of the total credit amount. The student has to succeed in the courses determined by the institute decision.

Dissertation Monitoring Committee

For the student who is successful in the comprehensive examination, a dissertation monitoring committee is formed within a month with the recommendation of the head of the program and the approval of the institute executive board. The dissertation monitoring committee consists of **three (3) faculty members**. In addition to the dissertation supervisor, the committee includes one member from within and outside the program.

Dissertation Proposal Defence

The student, who completes the doctoral comprehensive examination, defends his/her dissertation proposal orally before the dissertation monitoring committee **within six months at the latest**. The student distributes a written report on the dissertation proposal to the committee members **at least fifteen days before the oral defence**.

The dissertation monitoring committee decides on acceptance, correction or rejection of the thesis proposal submitted by the student with **the absolute majority**. One month is given for correction. At the end of this period, a decision is made with the absolute majority to accept or refuse the dissertation proposal.

The student whose thesis proposal is rejected has the right to choose a new supervisor and/or a new dissertation title. In this case, a new absolute majority can be appointed. The student who wants to continue the program with the same supervisor is taken to the dissertation proposal defence within three months, and the student who changes the dissertation title and supervisor can her/his dissertation proposal within six months. **The student whose thesis**

proposal is rejected in this defence is dismissed from the University. The time spent in these stages is counted in the student's doctoral education period.

For the student whose thesis proposal is accepted, the dissertation monitoring committee meets at least twice a year, once between January-June and July-December.

The student submits a written report to the committee members at least one month before the meeting date. In this report, the summary of the work done so far and the work plan to be done in the next semester is clearly stated. The student's dissertation work is determined as successful or unsuccessful by the committee. A student who fails twice in a row or three times intermittently by the Committee is dismissed from the University.

The student who does not enter the dissertation proposal defence within six months at the latest without a valid excuse is **deemed unsuccessful** and the dissertation proposal is rejected.

Finalization of the PhD Dissertation

The student writes the research findings according to the institute dissertation writing guidelines and defends her/his dissertation orally in front of the exam jury.

Before the defence of the doctoral dissertation and for the dissertation with corrections, the student completes the dissertation and presents it to the supervisor. The supervisor submits the dissertation and plagiarism report to the institute together with the written report on that the dissertation is defensible and written following the institute dissertation writing guidelines.

For the dissertation to be finalized, the student must submit **at least three successful dissertation monitoring committee reports every six months**. If the dissertation monitoring process is not done on time, the student is considered **unsuccessful** in the dissertation monitoring result of that semester.

The dissertation examination jury is appointed with the recommendation of the supervisor and the head of the relevant program and the approval of the institute executive board.

The exam jury consists of **five faculty members** - **three of whom are on the student's dissertation monitoring committee**, and **at least two of them are from outside the University, including the supervisor**.

Exam jury members meet **at the earliest fifteen days** from the date the dissertation is submitted to them, and **at the latest in one month** and take the student to the dissertation defence.

After the completion of the dissertation exam, the exam jury decides on acceptance, rejection or correction of the dissertation with an absolute majority, closed to the audience. Students whose thesis is accepted are considered successful.

The student whose dissertation is rejected is dismissed from the University. The student whose dissertation is decided to be corrected defends her/his thesis again before the same exam jury after making the necessary corrections within **three to six months at the latest**. **The student who fails in this defence is dismissed from the University.**

Those who have been accepted to the doctorate program with **a bachelor's degree** and who are not successful in the dissertation are awarded a master's degree without a thesis on the condition that they have fulfilled the credit load, project and other similar requirements for the non-thesis master's degree.

Graduation

To graduate from a doctorate program, a student must satisfy the following criteria:

- Complete successfully all the requirements stipulated in the curriculum
- Complete a graduate seminar course
- Achieve a Cumulative Grade Point Average of 3.0 and above out of 4.0
- Meet at least one of the following publication conditions before taking the dissertation defence exam.
 1. Two papers presented at national or international scientific meetings,
 2. An article published in a refereed / indexed journal, accepted for publication or with a DOI number,
 3. Two papers presented at the symposiums to be organized by IZU in the Social / Science fields.

NOTE:

- The publication should be about the dissertation subject of the student or a subject related to the program.
- In publications, the approval of the dissertation must be obtained.
- Publications must have the name of Istanbul Sabahattin Zaim University.
- Provided that the student passes the dissertation defence exam, s/he must submit at least two copies of the bound dissertation to the institute within one month at the latest from the date of taking the dissertation exam.
- **After successful completion of all these procedures, the student is entitled to receive a doctoral diploma.**
- The Graduate Education Institute Executive Board may **extend the dissertation submission period by a maximum of one month upon request. A student who does not fulfil these conditions cannot receive her/his diploma until he/she fulfils these conditions; s/he cannot benefit from student rights and eventually is dismissed from the university if the maximum period expires.**

GENERAL PRINCIPLES FOR GRADUATE EDUCATION

Language of Dissertations Written in Graduate Programs

In the program where the language of instruction is Turkish, or in the programs where the language of instruction is partially given in a foreign language (English or Arabic), or in the programs where the language of instruction is completely conducted in a foreign language (English or Arabic), the dissertation may be written in Turkish, English and Arabic as long as there is a supervisor with the competence in the relevant language and the students fulfils the language requirements. The dissertation defence jury must consist of the faculty members who are competent at the language of the dissertation (Turkish, English or Arabic).

Student Admission to the Scientific Preparation Program

The scientific preparation program can be applied to the students who are accepted to the graduate and doctorate programs and who have received their bachelor's or master's degrees in different fields than the program they are admitted to.

The compulsory courses to be taken in the scientific preparation program cannot replace the courses required to be completed in the curriculum of the related graduate program. However, a student in the scientific preparation program can take courses for the graduate program in addition to the scientific preparation courses upon the recommendation of the head of the program and the approval of the institute executive board.

Graduate students take scientific preparation courses from undergraduate courses, and doctoral students from undergraduate and/or graduate courses decided by the head of the program.

Regarding the scientific preparation program, the provisions of the legislation of the program, in which the student takes the course, are applied in terms of attendance to the course, exams, lecture notes, conditions for being successful in courses and other principles.

The time to spend in the scientific preparation program is **two semesters at most**. Summer education is not included in this period. This period cannot be extended except for freezing the registration and the student who **fails at the end of the period is dismissed**. **The time spent in this program is not included in the duration of the master's or doctoral program.**

Student Admission Through Transfer

Students who have completed at least one semester in a graduate program at the university or another higher education institution can be admitted to the graduate programs of the University through the graduate transfer system within the framework of the relevant legislation and the principles determined by the institute executive board.

“Transition Application Principles Between Thesis/Non-Thesis Master's Programs”, regarding the transfer between thesis and non-thesis master's programs, are applied.

Admission of International Students

The program will decide its quota for international students at the beginning of each semester. Application, admission and registration of international students can be carried out according to **the Directive for Application, Admission and Registration of International Students to Graduate Programs at the IZU**.

- In the acceptance of international students to the graduate program, the students must submit a letter that certifies that the university they finished is recognized by the Turkish Higher Education Council (YÖK).
- Academic Personnel and Postgraduate Education Entrance Exam (ALES), GRE or GMAT scores are not required from international students to doctoral programs and master's programs with thesis unless the related program stipulates extra conditions.
- International students must fulfil the language requirements of the programs they are admitted to:
 - a) Foreign students who will enrol in graduate programs whose language of instruction is entirely Turkish, Arabic or English must provide their language proficiency of the

program they are enrolled in. In countries where Arabic or English is the mother tongue or official language, foreign language proficiency is not required for candidates who graduate from undergraduate or graduate programs whose language of instruction is the language of the program (Arabic or English) to be enrolled. Candidates who have sufficient scores from any of the foreign language exams listed in the table below can be accepted to the graduate program.

TOEFL	CAE	CPE	PTE AKADEMIC	IZU PROFICIENCY EXAM	YOKDIL	E-YDS	YDS
84	B	C	71	70	70	70	70

- b) Candidates who cannot submit any of these documents are subject to the foreign language exam held by the university. Candidates who get 70 or more points from this exam are found successful and accepted to the program and start classes. Those who fail are directed to foreign language preparatory programs for a maximum of two semesters. The registration of foreign graduate students who are also unsuccessful in foreign language preparatory education is deleted at the end of one year.
- c) Foreign students are required to document their Turkish language proficiency to enrol in postgraduate programs where the medium of instruction is Turkish. Those students who graduated from Higher Education Institutions in Turkey with the Turkish-medium language are not required to submit the Turkish language score. For the candidates to start their graduate education, apart from this, they must have a document taken from TOMER, DILMER or TYS that shows that they can speak Turkish at least the B2 level. This score level can be increased upon the request of the relevant program.
- d) Candidates who do not have at least a B2 level Turkish certificate in Turkish proficiency exams such as TOMER, DILMER or TYS are to take the Turkish proficiency exam conducted by the university. Candidates who are successful at the B2 (70 out of 100) level are admitted to the program and start their classes. The unsuccessful ones are directed to the preparatory program, provided that it lasts at most two semesters and at the end of this period they gain Turkish proficiency at B2 level. Registrations of foreign graduate candidates who fail in Turkish proficiency education are deleted at the end of one year.
- e) "Turkey Scholarships" program, the scholarship applicant, foreign masters or doctoral candidates are admitted to directly the graduate programs without the science exam. However, for students to start graduate courses, they must meet the English or Turkish language proficiency requirements for the programs they will study.
- f) Except for non-thesis graduate programs, a student cannot enrol for more than one graduate program with a thesis and continue at the same time.

Course Registration

- Students enrolled in graduate programs must register for courses offered in the related semester at the beginning of each semester following the procedure determined and announced by the institute.
- The add-drop period, during which students can add or drop the courses, takes place within the first two weeks from the beginning of each semester.

- It is compulsory to take the **Scientific Research Techniques course** or **Advanced Research Methods course** which will help the students when they do their research and write their thesis/dissertation during their graduate education period.

Freezing Registration

Provided that they have valid and justifiable excuse/reason, master's students may freeze registration for **a semester or a maximum of two semesters** and **doctoral students for a maximum of four semesters** during their education period upon the recommendation of the head of the department and the decision of the institute board of directors.

Applications for freezing of registration can be made at the beginning of the semester and within one month at the latest after the course registration process is completed.

For the student whose registration is frozen, this particular semester is **not counted from the normal education period**. The recording freeze process can be repeated with the same method.

Cancelling Registration

A student who wishes to cancel his registration from the University voluntarily applies to the Graduate Education Institute Directorate with a petition and a dismissal form. The registration of the student is deleted with the approval of the executive board of the institute and the relevant units are notified.

Registration cancellation cannot be done by mail. The student must personally apply in writing. However, in special cases and on the condition that financial obligations have been fulfilled, a representative appointed by the student through a notary can cancel the registration from the University. The student, whose registration is cancelled, is dismissed from the University.

Continue to Lessons

- For students to take the exams, they must attend 70% of the lessons. Each faculty member checks if the students attend classes according to this principle.
- Students who have not fulfilled the obligation to attend classes are considered "**absent**" from the course and are not accepted to the exam of that course. Those students who are considered unsuccessful are given a letter grade "DZ".
- In case of course repetition, attendance is not required for the theoretical courses for which the attendance requirement has been fulfilled previously. But students who repeat the course must comply with the other conditions determined by the lecturer who teaches the course.

Exams

- At least **one midterm and one final exam grades** are given for each course on a semester basis.
- Exams can be done in writing or assignment(s) may also be given. Final exams are held within the period specified in the institute's academic calendar.

Evaluation

- In graduate programs, for a student to be considered successful in a credit course, the final grade evaluation of a particular course must be at least “CC”.
- The student can repeat the lesson he has failed at most once or, if it is opened, he can take the same lesson in the summer school. If the student fails an elective course, he/she can choose another course in the next semester with the approval of his/her supervisor.
- To a student, the following success points, letter grades and coefficients are given by the instructors for each course they take:

Score	Letter Grade (Success Grade)	Coefficient Over Four
90-100	AA	4,0
85-89	BA	3,5
80-84	BB	3,0
75-79	CB	2,5
70-74	CC	2,0
60-69	FF	0,0
00-00	DZ	0,0

The grades not included in the averages are:

- a) **EK (Incomplete) grade**: Students who are successful within the semester but cannot complete the required requirements for the course due to illness or any other valid reason are appreciated by the lecturer. If a student receives (EK) grade from any course, he/she has to complete the deficiencies within 15 days from the announcement date of the grade and get a grade. Otherwise, the (EK) grade automatically becomes (FF). However, in cases of prolonged illness and similar situations, the duration of the (EK) grade may be extended until the beginning of the next registration period by the institute executive board upon the recommendation of the head of the program.
- b) **YT (sufficient) grade**: It is given to students who are successful in the non-credit courses in the curriculum.
- c) **YZ (insufficient) grade**: It is given to students who fail the non-credit courses in the curriculum, the courses are taken in the undergraduate program or the courses taken within the framework of the student exchange program.
- d) **DV (in progress) grade**: It is given to students who have not completed non-credit courses, but who continue successfully.
- e) **Grade DZ (absentee)**: It is given to students who are unsuccessful because they cannot fulfil their obligations regarding attendance or course practice. **The (DZ) grade is treated as an (FF) grade in the GPA calculation.**

e) **TR (transfer) grade:** a student who studied previously at another higher education institution and took a certain number of courses at that higher education institution, may be exempt from the course(s) s/he took and passed as long as their contents are similar. These exempted courses, which are approved by the program and the institute executive board, are transferred to the student's transcript, but the transfer grade is not included in the calculation of the cumulative Grade Point Average.

f) **GM (not entered) grade:** It is given to the exams that the student does not take. If the student, who gets the (GM) grade in the exams, takes the make-up exams; the (GM) grade is converted into a numeric grade. If s/he does not take the make-up exams, her/his (GM) grade is converted to zero.

Objection to Exam Results

The student must submit a letter of objection to the institute within five days following the announcement of the exam grades. The objection is examined by the relevant faculty member in case of any material error, and the request for correction is evaluated by the institute executive board upon the application of the faculty member, and in this way, the issue is resolved.

Course Exemption

A student, who studied previously at any higher education institutions that are recognized by the Turkish Higher Education Council (YÖK), can apply to the institute with a petition together with the original transcript and course contents for the courses s/he took at that higher education institution and request exemption.

The student has to apply for exemption within five days at the latest from the start of classes in **the first-semester s/he enrolls at the University**. If the exemption requests are made in the second semester or later semesters, the requests for the cancellation of the exemption are not accepted. The exemption request of a student is evaluated by a commission formed by the head of the program, and finally, the issue is settled by the institute executive board.