

**INTERNATIONAL SCIENCE AND TECHNOLOGY UNIVERSITY
ONLINE AND DISTANCE GRADUATE EDUCATION
AND EXAM DIRECTIVE**

**CHAPTER ONE
Objective, Scope, Basis and Definitions**

Objective

ARTICLE 1 – (1) The aim of this directive is to establish guidelines for the methods and rules governing the educational and evaluative processes employed in graduate programs offered through the online and distance learning platform at the Institute of Graduate Education within the International Science and Technology University.

Scope

ARTICLE 2 – (1) This Directive pertains to the regulations governing postgraduate education and examinations for master's and doctoral programs conducted via the online and distance education system at the Institute of Graduate Education within the International Science and Technology University.

Basis

ARTICLE 3 – (1) This Directive;

a) Based on the processes and procedures of the International Standards Organization ISO 29993:2017 “Learning Services Outside Formal Education” System Certificate owned by the University,

b) Harmonious regulation to Article 26 of the Universal Declaration of Human Rights adopted in the United Nations General Assembly on December 10, 1948, regarding the right to education and Article 28 on the establishment of new methods and institutions for exercising this right, along with the Articles 13 and 14 of the International Covenant on Economic, Social and Cultural Rights adopted on December 16, 1966, pertaining to the right to education, and Articles 10 and 11 of The Convention on the Prevention of All Forms of Discrimination Against Women adopted on December 18, 1979,

has been prepared.

Definitions

ARTICLE 4 – (1) In this Directive;

a) Course total score: The value found by multiplying the ECTS credits of any course included in the grade point average and the coefficient corresponding to the course success grade awarded to the student,

b) Directorate of Institute: The Directorate of the Institute of Graduate Studies,

c) ECTS: European Credit Transfer System,

d) Graduate Program: Master's programs with and without thesis and doctoral programs,

e) ISTU: The International Science and Technology University,

f) Institute: The Institute of Graduate Education affiliated to the University,

g) Plagiarism: Unintentionally or intentionally appropriating the ideas, techniques, data, or creations of others without attributing or referencing the original source and presenting them as one's own original thought and effort,

h) Online and Distance Education: Teaching in programs based on information and communication technologies,

i) Rector: Rector of The International Scienceand Technology University,

- j) Senate: Senate of The International Science and Technology University,
- k) Student Affairs: Department of Student Affairs in University,
- l) Transcript: Document containing detailed information about the courses taken during the education period,
- m) University: The International Science and Technology University, expresses.

CHAPTER TWO

Student Admissions and Registrations

Additional Conditions and Exclusions

ARTICLE 5 – (1) The Senate, upon the proposal of the institute, shall determine any additional restrictions and criteria for exceptional admissions of students to graduate programs beyond those outlined in this Directive.

Application, Admission and Evaluation

ARTICLE 6 – (1) A candidate must have a bachelor's degree to apply for a master's program.

(2) In order for a candidate to apply to a doctoral program; must have a bachelor's or master's degree.

(3) During the postgraduate application process, it is mandatory for all applicants to upload all required documents, excluding the graduation diploma, to the University's information technology-based application system. In the event that any documents are incomplete or inaccurate, the applicant will be notified and requested to rectify the issue by revising their upload.

(4) The Student Affairs rescinds the registration procedures of students found to have submitted forged or falsified documents or made false statements during the registration process. Furthermore, any documents issued for these students will be rendered invalid.

CHAPTER THREE

Principles Related to Education and Training

Medium of Instruction and English Language Proficiency

ARTICLE 7 – (1) The language of instruction in the university's graduate programs is exclusively English. However, the Senate reserves the right to determine separately whether any courses or programs will be conducted partially or completely in a language other than English.

(2) A compulsory English preparatory class will be offered in master's programs to be conducted in English.

(3) The provisions pertaining to the exemption of students from the determination of their language skill level and proficiency examination are established by the Senate.

Academic Year

ARTICLE 8 – (1) An academic year consists of two semesters, fall and spring. In cases deemed necessary, a summer semesters may also be opened.

(2) The duration and dates of registration, courses, exams and similar activities in an academic year are regulated by the academic calendar.

(3) It is proposed that Saturdays and Sundays be designated as days for educational activities, including examinations.

(4) There is a semester break of at least one week between each semester.

Period of Study

ARTICLE 9 – (1) The duration of students' registration in the English preparatory class, thesis master's degree, non-thesis master's degree and doctoral programs is not subject to any restrictions or limitations. As long as they are willing to pay the education expenses for the semester in which they are enrolled, interested students may register for these programs at their own discretion.

Appointment of Advisor

ARTICLE 10 – (1) In both thesis and non-thesis graduate programs, it is the primary responsibility of the Heads of Departments to ensure the proper registration of students in courses. To discharge this responsibility, new appointments may be made among the academic staff by assuming the position of the Director of Institute.

(2) A doctoral degree-holding academic staff member is designated to supervise the semester projects of non-thesis master's students, subject to the approval of the Directorate of Institute and the proposal of the Head of Department, during the student's enrollment in the semester project course.

(3) Upon the proposal of the Head of Department and the approval of the Directorate of Institute, an academic staff member possessing a doctoral degree is designated to supervise the thesis studies of master's students enrolled in the thesis course, provided that the student has successfully completed all required courses and registered for the thesis course. This assignment is carried out during the specified period of the student's academic program.

(4) A doctoral degree holder who serves as an academic staff member is designated to supervise the thesis research of doctoral students. This assignment is made upon the recommendation of the Head of Department and the authorization of the Directorate of Institute, provided that the student has accomplished all required courses and passed the doctoral qualifying exam, and is enrolled in the thesis course.

(5) In instances where a change in thesis advisor is deemed necessary, the decision to approve the request of either the advisor or the student is made by the Directorate of Institute, following consultation with the Head of Department.

Joint Graduate Programs

ARTICLE 11 – (1) Joint graduate programs can be opened by establishing cooperation with different higher education institutions.

(2) The educational procedures of these programs are carried out in accordance with the provisions of the agreement.

Fees

ARTICLE 12 – (1) At the university, tuition fees are assessed on a semester basis. The rates for the English preparatory class and the subsequent education process of each graduate program, as well as the corresponding tuition fees, are determined by the Senate and published in the appropriate IT-based media of the University.

(2) Failure to pay the specified fees and any retroactive fees will result in non-renewal of registration. Consequently, students in this situation will not be participating in any education and training processes.

(3) In case of disenrollment or cancellation, the paid tuition fee is non-refundable.

(4) Students who are temporarily barred from attending the University due to disciplinary infractions are obligated to cover the cost of tuition for the duration of their suspension. Refunds will not be provided for any fees incurred during the period of disciplinary action.

Scholarships and Discounts

ARTICLE 13 – (1) All kinds of scholarships and discounts for graduate students may be determined by the Senate.

CHAPTER FOUR

Registration Procedures, Exams, Evaluation

Registration Procedures

ARTICLE 14 – (1) The University has disclosed the necessary documents for registration. To be eligible for enrollment in graduate programs, prospective students must fulfill the final registration requirements on the dates specified in the academic calendar by satisfying the following prerequisites:

a) To be eligible for acceptance into thesis and non-thesis master's and post-graduate doctoral programs, an individual must possess a bachelor's degree. Conversely, acceptance into post-master's doctoral programs requires the possession of a master's degree.

b) Have fulfilled their obligations regarding the tuition fee.

c) Fulfilling other conditions determined and announced by the Senate, if any.

(2) The Student Affairs department receives and processes all documents required for final registration through IT-based systems, which are then subject to necessary examinations and controls. In certain cases, the University may initiate any required procedures and initiatives before the relevant authorities to ensure the veracity of the submitted documents.

(3) Individuals whose documentation is absent or who provide false or misleading information are ineligible for registration, even if they are otherwise qualified. If they are registered despite this, their registration will be revoked, regardless of the duration of their enrollment. Any documents provided to them, if applicable, will be deemed invalid, and the registration fees paid will not be refunded.

(3) Individuals who fail to conclude the registration process within the specified timeframe or do not provide the requisite documentation are deemed to have forfeited their right to register.

(4) The Student Affairs department invalidates the registration procedures and any documents issued for students who are found to have submitted forged or falsified documents during the registration process or made false statements.

Registration Renewal and Course Registration

ARTICLE 15 – (1) Students who have fulfilled their mandatory payment obligations are required to complete the registration renewal process by registering for courses within the specified dates outlined in the academic calendar at the beginning of each semester. Additionally, master's and doctoral program students who have advanced to the thesis stage must enroll in the thesis course every semester.

(2) Students who are unable to renew their course registrations due to a valid excuse are required to submit their excuses in writing to the Head of the Department in which they are enrolled, along with a request for consideration. The final determination on this matter is made by the Directorate of Institute, taking into account the opinion of the Head of Department.

Course and Branch Change

ARTICLE 16 – (1) The academic calendar specifies certain dates during which students may register for a course or make changes to their registered course or branch. If a student is unable to register for a course within these dates, they may seek approval from their

academic advisor during the designated "add-drop" period to make a course registration or change of course or branch.

Curriculum and Course Load

ARTICLE 17 – (1) The selection of courses to be included in each postgraduate education program is determined by the Senate, following a proposal from the Directorate of Institute. This decision takes into account the diploma level and the credit range, which are established based on the higher education qualifications framework for the respective field.

(2) The Directorate of Institute, upon the recommendation of the Head of Department, determines which postgraduate courses will be offered in a semester and which faculty members will teach these courses.

(3) Students can take a maximum of 45 ECTS credits in a semester.

Credit Value of Courses

ARTICLE 18 – (1) The credit value of a course at the university consists of all the weekly theoretical course hours of that course.

(2) The ECTS credits of a course are decided by the Senate upon the proposal of the Directorate of Institute, taking into account the relevant international criteria and criteria.

Attendance Status

ARTICLE 19 – (1) There is no physical attendance requirement for courses conducted in programs within the university.

Exams and Assessment

ARTICLE 20 – (1) The assignment of weights to evaluation criteria, such as midterm and final exams, homework, and practice, for the purpose of determining a course's success, is at the discretion of the faculty member teaching the course. These criteria and their corresponding weights are disclosed on the University's information technology platforms.

(2) In accordance with the procedures and principles established by the University, examinations are conducted online. However, when deemed necessary, they can also be administered in a written or practical format, subject to supervision and approval from the Rectorate.

(3) Each course is required to have at least one midterm examination, the dates of which are disclosed by the relevant faculty members at the beginning of the academic semester. Additionally, short-term examinations may be administered at any time, without prior announcement. In the event that a midterm examination cannot be held, the academic staff in charge of the course may assign a written report, presentation, assignment, academic paper, or similar study to be completed and presented as a substitute.

(4) Students are typically required to undergo both mid-term and end-of-term examinations. The scheduling of end-of-term examinations is typically determined by the academic calendar and announced by the University. As an alternative to the traditional final exam, students may be required to submit a written report, presentation, assignment, academic paper, or similar academic work, as determined by the instructor responsible for the course.

(5) At the culmination of the semester, the faculty member imparts a final grade to the student, having taken into account their performance in the midterm examination, as well as their overall work throughout the semester. Other evaluation criteria, such as a final examination, may also be taken into consideration.

About make-up Exam

ARTICLE 21 – (1) Due to unforeseen circumstances, an additional examination will not be available to students who have not attended previous exams. Nevertheless, those who missed the midterm exam or provided a valid reason for absence after the university's central exam arrangements commenced may still be eligible to sit for the final exam, provided that their midterm exam score is treated as zero.

(2) Students in non-thesis master's programs who are unable to fulfill graduation requirements due to a maximum of two course failures may, upon the recommendation of their academic advisor, be granted the opportunity to retake exams for these courses.

(3) The right to an additional exam is given to a student only once.

(4) The privilege of an additional examination is granted on dates established by the university, subsequent to the culmination of terminal assessments.

(5) The consideration of midterm exams and other mid-year evaluation criteria in additional exams is not taken into account. The final grade of the course is determined by the additional exam grade received by the student.

Grades

ARTICLE 22– (1) At the commencement of each semester, the University disseminates a course information package outlining the types and quantity of studies to be conducted during the ensuing semester, as well as their respective contributions towards the final grade. Additionally, the course information package specifies the proportion of the final exam that will contribute towards the final grade. This information is also publicized on the University's IT-based platforms for the benefit of students.

(2) In assessing the success of a course, there are two distinct evaluation methods that can be utilized: the absolute evaluation system or the relative evaluation system. The table below serves as a guideline for the absolute evaluation system. It is within the purview of the academic staff overseeing the course to modify the score ranges specified in the Student Information System, should they deem it necessary. The specifics of the evaluation system to be employed in the course are communicated to the pertinent academic staff by the aforementioned staff members.

(3) The coefficients of the letter grades and their equivalents out of 100 points and the status of these grades are shown below:

Score Range	Letter Grade	Weight Coefficient	Status
90-100	AA	4,00	Excellent
85-89	BA	3,50	Very Good
80-84	BB	3,00	Good
70-79	CB	2,50	Fair–Enough
60-69	CC	2,00	Sufficient
50-59	DC	1,50	Failed
45-49	DD	1,00	Failed
0-44	FF	0	Failed

(4) Grades that are not included in the averages are listed below:

a) S grade is given to students who are exempt from courses or students who are successful in courses.

b) P grade is given to the student who continues the courses.

c) U grade is given to students who fail courses.

d) EX grade is given to the exempt student who is deemed successful as a result of the English proficiency exam administered in the English Preparatory Class.

(5) Success in a course is determined by the success grade. The meanings of the success grade letters are as follows:

a) A graduate student who receives one of the grades (AA), (BA), (BB), (CB), (CC) and (S) from a course is deemed to have passed that course.

b) A graduate student who receives (DC), (DD), (FF), (U) and (P) grades from a course is considered unsuccessful in that course.

c) A doctoral student who receives one of the grades (AA), (BA), (BB), (CB) and (S) from a course is deemed to have passed that course.

d) A doctoral student who receives (CC), (DC), (DD), (FF), (U) and (P) grades from a course is considered unsuccessful in that course.

Explanation of Grades and Grade Status Documents

ARTICLE 23 – (1) The issuance of end-of-term letter grades is the prerogative of the academic staff responsible for teaching the course, and such grades are communicated to students through the Student Information System on dates predetermined by the University.

(2) The transcripts of all graduate students enrolled in the university display their academic accomplishments, including the courses taken, grades, and their entire academic history, commencing from their initial enrollment in the program.

Material Error

ARTICLE 24 – (1) Students may object to the evaluation results of the course(s) within five business days at the latest from the date of announcement.

(2) If any material error is made, a request for correction may be submitted by the academic staff in charge to the Directorate of Institute for consideration and decision.

(3) Any inaccuracies in grading must be rectified prior to the commencement of course registration for the ensuing semester, at the very latest.

Grade Point Average

ARTICLE 25 – (1) The determination of grade point average is accomplished by multiplying the ECTS credits of each course registered and factored into the grade average by the coefficient corresponding to the grade received in that course, and subsequently dividing the total course points by the overall ECTS credits of these courses. By implementing this procedure for the courses completed within a single semester, the semester grade point average is derived, while concurrently achieving the general grade point average by applying this process to all courses completed up to that point.

(2) When determining a student's grade point average, if a course has been repeated, the most recent grade earned in that course will be considered. If a different course has been substituted for a removed course or an elective, the most recent grade earned in that course will be taken into account. However, students are not permitted to repeat courses in which they have achieved an AA grade.

Success in Courses and Course Repetition

ARTICLE 26 – (1) The conditions required for a graduate student to be deemed successful in a course are determined according to Article 23 of this Directive.

(2) It is incumbent upon students who have not passed any compulsory courses in the curriculum to retake them until they have achieved a satisfactory grade.

(3) If it becomes necessary to remove any of these courses from the program due to changes in the teaching plan, the Senate, upon the proposal of the Directorate of Institute, will determine the equivalent courses that must be taken by the students. Students are obliged to

retake these equivalent courses until they have achieved a successful completion of the course.

(4) Students have the option to enroll in an alternative course to one that they have previously completed unsuccessfully or withdrawn from as an elective. It is incumbent upon the students to demonstrate proficiency in the newly selected course.

(5) Students have the option to retake courses they have previously passed in order to enhance their grade point average, or they may opt to enroll in courses that have been approved by the Directorate of Institute and deemed equivalent by the Senate.

(6) In a repeated course, the grade point average calculation involves subtracting the total score of the previously taken course from the current grade point average and adding the total score of the most recent course.

Exemption from Courses

ARTICLE 27 – (1) Dismissed students who seek credit and grade transfer for courses they have successfully completed at higher education institutions where they previously studied will undergo an exemption or adaptation process in accordance with the Directorate of Institute's recommendation and the Senate's decision.

(2) Graduates of any higher education institution at the graduate level who are currently enrolled in a graduate program at the university may be exempt or adapted from certain credit and grade transfer requirements, subject to the proposal of the Directorate of Institute and approval by the Senate, if they apply for such exemptions or adaptations.

(3) The accreditation, institutional recognition, and certification of knowledge, skills, and experiences acquired through learning environments outside of formal education in business and daily life is an important undertaking. This process ensures that quality assurance measures are in place, and that qualifications are defined, classified, and transition relationships between qualifications are determined and can be evaluated within the context of lifelong learning. The application of exemption or adaptation, in accordance with the recommendations of the Directorate and the decisions of the Senate, is crucial in ensuring that the crediting process is carried out effectively.

(4) In the event that a university course is granted exemption, the letter grade earned in such course is carried over and factored into the calculation of the grade point average.

CHAPTER FIVE

Master's Degree Programs

Non-Thesis Master's Program Requirements

ARTICLE 28 – (1) The non-thesis Master's program offers students a comprehensive understanding of professional subjects, while simultaneously demonstrating the practical application of existing knowledge.

(2) The non-thesis master's program encompasses a minimum of 90 ECTS credits, comprising 10 courses and a semester project course, with at least 30 ISTU credits. The term project course does not carry any ISTU credits.

(3) The student is required to register for this course during the same semester in which the semester project is undertaken and present a written project or report at the conclusion of the semester.

(4) In non-thesis master's programs, with the approval of the Head of Department and the Directorate of Institute, a student may be permitted to include up to three relevant undergraduate courses in their master's course load, provided that they have not already taken them during their undergraduate studies.

Thesis Master's Program Requirements

ARTICLE 29 – (1) The Master's program in thesis provides students with the capacity to obtain, organize, decipher, and assess data through the application of scientific research methodologies.

(2) The Master's program comprises a minimum of 120 ECTS credits, which encompass 7 courses, a seminar course, and thesis work, with at least 21 ISTU credits. It is worth noting that the Master's seminar and thesis work do not contribute ISTU credits.

(3) In master's programs that require a thesis, students may be permitted to include two relevant undergraduate courses in their course load, subject to the approval of the Head of Department and the Directorate of Institute. This option is available to students who have not already taken these courses during their undergraduate studies.

Preparation and Conclusion of the Master's Thesis

ARTICLE 30 – (1) The students enrolled in the thesis master's program follow the guidelines laid down in the ISTU thesis writing guide to compose their results in the language of instruction of their program. Subsequently, they present their thesis orally to the jury via an online platform.

(2) Before the defense of the master's thesis and in cases where corrections are required, it is the responsibility of the student who has completed the thesis to submit a digital copy of the corrected thesis to the thesis advisor.

(3) To present the master's thesis for the first time or in front of the jury on the online platform after the additional time granted by the thesis jury in accordance with the correction decision resulting from the first thesis defense examination, the following requirements must be fulfilled:

a) Requesting a report that displays the similarity rate, as determined by a plagiarism software program, from the thesis advisor.

b) The similarity rate in the thesis is below the maximum similarity rate determined by ISTU.

c) The delivery of the plagiarism report to the thesis advisor, followed by their assessment that the thesis is defensible and the subsequent approval of the Head of Department, as well as the submission of the thesis text to the Directorate of Institute.

(4) If the data in the report is found to contain actual instances of plagiarism, the thesis will be submitted to the Directorate of Institute for a determination, accompanied by a rationale for the submission.

(5) The Institute submits the plagiarism software program report and the thesis in question to the jury members. The jury members are expected to convene within one month from the date of delivery of the thesis and conduct the thesis exam. The exact date and location of the exam will be announced by the Institute at least one week prior to the exam date. The exam will consist of a presentation of the thesis work, followed by a question-answer session.

(6) The Directorate of Institute shall appoint a thesis jury within two weeks following the recommendation of the relevant Head of Department. The jury shall consist of three or five academic staff possessing a doctoral degree, one of whom serves as the student's thesis advisor. As needed, up to two additional jury members may be designated.

(7) Upon the completion of the thesis examination, the jury convenes to deliberate on the acceptance, rejection, or correction of the thesis. This decision is made by an absolute majority, without the presence of the student in the online session. Within five days subsequent to the thesis examination, the Head of Department is obligated to notify the Directorate of Institute of the jury's decision.

(8) The student who has been instructed to revise their thesis must complete the necessary revisions within a period of three months at the very latest and present their thesis for re-examination before the same panel of judges. The final determination regarding the student whose thesis was deemed unsatisfactory and not accepted at the conclusion of this re-examination will be made by the Senate, in accordance with the recommendations of the Directorate of Institute.

(9) In the event that a student whose thesis has been rejected seeks a non-thesis master's degree and fulfills the required course credit load during the subsequent semester, while also completing the semester project, they will be eligible to receive a non-thesis master's degree diploma.

(10) Provided that all relevant conditions are met, the graduate student who submits the electronic copy of their accepted master's thesis, which has been approved by digital methods, to the Institute within one month of the date of entry of the thesis examination, and whose thesis is deemed suitable in terms of form, shall be entitled to graduate. The Directorate of Institute may, upon request, extend the delivery period for an additional maximum of one month. No registration is required for the thesis period during this extended period. Students who do not meet these conditions will not be eligible to receive their diploma until they fulfill all necessary requirements.

(11) The evaluation of the studies undertaken by students during the course of their master's thesis is conducted by the thesis advisor, who subsequently awards a grade of "P" for these studies.

Substitution of Master's Thesis

ARTICLE 31 – (1) A candidate for a Master's degree may alternatively elect to submit at least two scholarly publications, which were prepared during the course of their Master's studies and bear the imprimatur of ISTU, in lieu of the traditional Master's thesis.

(2) It is incumbent upon the thesis student to make a substantial contribution to the research and writing of scholarly publications. Specifically, the primary contribution to the aforementioned publication must emanate from the student, who must also assume the role of first author.

(3) The name of the thesis advisor can be found as the second author in the publications.

(4) Publications must be published in the relevant field indexes.

(5) The thesis evaluation jury decides on the academic adequacy of the two articles submitted instead of the master's thesis.

(6) The student seeks to present the articles they have authored, along with a letter from their thesis advisor that attests to their contribution to the preparation and composition of the articles, to the esteemed Directorate of Institute.

(7) In accordance with the approval granted by the Directorate of Institute, the student is deemed to have met the stipulations for the master's thesis outlined in this Directive and is thereby advanced to the graduation stage.

CHAPTER SIX

Doctoral Program

Doctoral Program Requirements

ARTICLE 32 – (1) The doctoral program equips students with the essential skills required to conduct independent research, analyze scientific problems and data from a comprehensive and profound perspective, and reach new syntheses. It is crucial that the

thesis, which is a culmination of the doctoral study, be original and make a significant contribution to the existing literature.

(2) The doctoral program consists of at least 240 ECTS credits, including 7 postgraduate courses, seminars, qualifying exams, thesis proposal and thesis study, with a total of not less than 21 ISTU credits for students accepted with a master's degree. For students accepted with a bachelor's degree, it consists of a total of at least 300 ECTS credits, including at least 14 courses, seminars, qualifying exams, thesis proposals and thesis work, provided that they are not less than 42 ISTU credits.

Doctoral Qualifying Exam

ARTICLE 33 – (1) The purpose of the proficiency exam is to assess whether a student, having completed their coursework and seminars, possesses a thorough understanding of the fundamental concepts and principles within their field, as well as an in-depth knowledge of scientific research pertinent to their doctoral studies.

(2) A student is permitted to sit for the proficiency examination only once per semester. The dates for the qualifying examination are established by the Directorate of Institute, following the recommendation of the Head of Department.

(3) The composition of qualifying exams consists of a minimum of five individuals, comprising of the thesis advisor who possesses a doctoral degree, and is appointed by the Directorate of Institute.

(4) The proficiency examination is conducted in two parts: a theoretical examination and an oral examination, both of which are administered on an IT-based platform. Candidates who pass the theoretical examination are eligible to proceed to the oral examination. Successful completion of both exams requires a minimum score of 80 points. The passing score for the qualification examination is 80 points or higher, comprising 50% of the oral examination grade and 50% of the written examination grade. Students who fail to achieve a minimum score of 80 points on the written examination will not be permitted to take the oral examination. The examination boards evaluate the candidate's performance in both written and oral exams and determine, by absolute majority vote, whether the candidate has passed or failed. Successful candidates are awarded an S grade, while unsuccessful candidates receive a U grade. The Head of Department is responsible for notifying the Directorate of Institute of the examination results electronically within five days of the qualifying examination.

(5) The student who does not pass the proficiency exam will be required to retake it in the subsequent semester for the department(s) in which they did not pass. It is mandatory for students to fulfill their registration renewal obligations during the periods when they are scheduled to take the doctoral qualification exam.

Thesis Monitoring Committee

ARTICLE 34 – (1) For the student who achieves success in the qualifying examination, a thesis monitoring committee is established within a period of two months at the latest, through the recommendation of the Head of Department and the subsequent approval of the Directorate of Institute.

(2) The thesis monitoring committee comprises a sum total of three academic personnel, consisting of the student's thesis advisors who also serve as members of the committee.

(3) Upon the formation of the thesis monitoring committee, members may be altered through the proposal of the Head of Department and subsequent approval by the Directorate of Institute.

Defense of the Thesis Proposal

ARTICLE35 – (1) The successful student in the doctoral qualifying examination is required to orally defend their thesis proposal, which includes the purpose, method, and work plan of their research, in front of the thesis monitoring committee on the online platform within six months at the latest. The student must distribute an electronic report on this subject to the committee members at least fifteen days prior to the oral defense.

(2) The thesis monitoring committee, in its capacity as the decision-making authority, determines by a majority vote whether to approve, amend, or reject the thesis proposal presented by the student. A period of one month is allotted for the student to make the necessary revisions. After this period has elapsed, the Head of Department is required to convey the decision made by the majority vote, either accepting or rejecting the proposal, to the Directorate of Institute via electronic means within five days of the conclusion of the process.

(3) The student who has had their thesis proposal rejected has the option to select a new advisor and/or thesis topic. This may necessitate the formation of a new thesis monitoring committee, and the student may be required to resubmit their proposal in the following semester. If the student wishes to continue with the same advisor, they must attend a thesis proposal defense within three months. However, if the student chooses to change their advisor and thesis topic, they must attend a thesis proposal defense within six months.

(4) For the students whose thesis proposals have been accepted, the thesis monitoring committee meets at least twice a year, with a maximum of one meeting per semester. Prior to the meeting, the students must submit a written report electronically to the committee members at least one month in advance. This report should include a summary of the work completed thus far and the plan for the upcoming year. The success or failure of the student's thesis work is determined by the committee. In the event that the student is found to be deficient, they may continue with the thesis monitoring process by fulfilling their tuition fee payment obligations for the subsequent period.

Preparation and Conclusion of the Doctoral Thesis

ARTICLE36 – (1) The provision of participation in the doctoral thesis defense is extended to students who have satisfactorily fulfilled the necessary obligations as specified by the program in which they are enrolled. The thesis must be composed in the language of instruction utilized within the academic program, and conform to the guidelines provided by the ISTU for thesis writing. The defense of the thesis is conducted orally, via an online platform, in the presence of a jury.

(2) Prior to the defense of the doctoral thesis, and for those that have undergone revisions, the student who has completed the thesis and made the necessary corrections is required to provide a digital version of the thesis to the thesis advisor.

(4) In order for the doctoral thesis to be presented to the jury for the first time, or following the additional time allotted by the thesis jury, the following conditions must be fulfilled:

a) Receiving a report detailing the similarity rate from a plagiarism software program utilized by the thesis advisor.

b) The similarity rate in the thesis is below the maximum similarity rate established by ISTU.

c) The submission of the plagiarism report to the thesis advisor, their opinion that the thesis is defensible, and the statement containing their opinion, approved by the Head of Department, along with the thesis text, has been delivered to the Directorate of Institute.

(5) Should plagiarism be identified in the data contained within the report, the thesis will be submitted to the Directorate of Institute for a resolution, accompanied by a rationale for its inclusion.

(7) The composition of the doctoral thesis jury is determined through the collaboration of the advisor and Head of Department, subject to the approval of the Directorate of Institute. The jury shall comprise of five individuals, each possessing a minimum doctoral degree, amongst whom the advisor is included.

(8) The committee evaluates the studies that are undertaken by the students during the time that their doctoral thesis is in progress, and assigns a grade of P to these studies.

(9) The Institute assigns the task of delivering the plagiarism software program report and the thesis in question to the jury members electronically. The jury members are expected to convene within a month's time from the date of receipt of the thesis and conduct the thesis exam. The Directorate of Institute is responsible for announcing the thesis defense date, which must be done at least five days prior to the scheduled defense date. The thesis exam consists of the student presenting their thesis work, followed by a question-answer section.

(10) Upon completion of the thesis examination, the jury determines whether to accept, reject, or correct the thesis by an absolute majority vote. This decision is made in the absence of the student, during an online session, and notification of the decision is provided to the Institute Director electronically within five days of the thesis defense. Success is deemed to have been achieved by students whose thesis has been accepted. Conversely, students whose thesis has been deemed in need of correction must rectify the situation within six months at the latest, and defend their thesis once more in front of the same jury. It is mandatory for the student to register during the periods in which an extension is granted.

(11) The Senate, guided by the opinion of the Directorate of Institute, ultimately determines the outcome for the student whose thesis was deemed unsuccessful following either the initial defense or a subsequent re-defense after undergoing the correction process.

(12) Provided that all relevant conditions are met, the doctoral candidate who presents the approved electronic version of their thesis, as certified by digital means from the jury members, to the Institute within one month of the thesis exam's submission date and whose thesis is deemed to be in proper form, is eligible to graduate. Upon request, the Directorate of Institute may grant an extension of up to one month for the delivery period. Any student who fails to fulfill these requirements will not be eligible to receive their diploma until they have met all necessary conditions.

Substitution of Doctoral Thesis

ARTICLE 37 – (1) A doctoral candidate may opt to submit at least three scholarly publications, completed within the context of their doctoral studies, in lieu of their doctoral thesis. These publications must be produced during the course of the doctoral program and bear the affiliation of the ISTU.

(2) The thesis student is anticipated to render a substantial contribution to the research and authorship of publications. It is imperative that the primary contribution to the aforementioned publication emanate from the student, and that the student occupy the position of first author.

(3) The name of the thesis advisor can be found as the second author in the publications.

(4) Publications must be published in the relevant field indexes.

(5) The evaluation jury for the thesis, tasked with assessing the academic merit of the three articles submitted, operates on a different level than the process of evaluating a complete doctoral thesis.

(6) The student submits their written articles, accompanied by a letter from their thesis advisor attesting to their contribution in the preparation and composition of the articles, to the Directorate of Institute for consideration.

(7) In accordance with the provisions of this Directive, when an application is made and approved by the Directorate of Institute, the student shall be deemed to have satisfied the conditions for the doctoral thesis as specified herein, and shall proceed to the graduation stage.

CHAPTER SEVEN

Permission, Registration Suspension and Registration Cancellation

Registration Suspension

ARTICLE38 – (1) The Directorate of Institute may suspend students' registrations in order to facilitate their return to the University, provided that such suspensions are based on valid and justified excuses, such as health, family, military, academic, educational, unexpected compulsory situations, and similar reasons, and that appropriate documentation is provided to support such excuses.

Registration SuspensionApplication Method and Application Period

ARTICLE39 – (1) Students who aspire to temporarily discontinue their enrollment are required to submit a formal request, in the form of a petition, to the Directorate of Institute within a two-week window commencing immediately after the initiation of classes. Said petition ought to be accompanied by pertinent documentation pertaining to the suspension of registration.

(2) Subject to the exception of force majeure, requests submitted following these timeframes will not be entertained for consideration.

(3) To facilitate the processing of the registration suspension request, it is imperative that all tuition fees and other relevant obligations for the specified period are fulfilled.

Registration SuspensionPeriods

ARTICLE40 – (1) Enrollees in foreign language preparatory courses may have their registrations suspended for up to two semesters, while graduate program participants may face suspension for up to four semesters.

(2) In instances where it is deemed necessary, it is possible to extend these periods with the recommendation of the Directorate of Institute and the decision of the Senate.

Withdrawal from the University and RegistrationCancellation

ARTICLE 41 – (1) Students who wish to depart from the University may submit a petition to the Directorate of Institute for approval. The following guidelines apply to the fee payments of students who leave the University for any reason and the courses they are enrolled in:

a) Those who seek to depart from the University prior to the conclusion of course registrations, as well as those whose registrations have been canceled, shall not be subject to tuition fees for the period in question.

b) Students who seek to withdraw from the University after the conclusion of course registrations and those whose registrations are cancelled after said date are obligated to cover the tuition fees for the period in question. The fees paid by these students for that semester are non-refundable.

Disassociation

ARTICLE 42 – (1) Those who have had their registration deleted, cancelled, or withdrawn; those who have been expelled from the University; or those who have graduated must fulfill any outstanding payment obligations for previous periods and apply for termination of their employment in order to receive their diplomas or documents.

CHAPTER EIGHT

Graduation and Diplomas

Graduation Requirements and Date

ARTICLE 43 – (1) To be eligible for graduation from a graduate program, the student must fulfill the following requirements:

a) Undertaking the master's program with thesis, it is imperative to fulfill a minimum of 21 ISTU credits, comprising of seven courses and 120 ECTS credits. Additionally, it is essential to attain a passing grade in all courses prescribed in the program, including the seminar course and thesis study.

b) For the non-thesis master's program, it is required to successfully complete a minimum of 30 ISTU credits, equivalent to 10 courses, and obtain a total of 60 ECTS credits. Additionally, it is necessary to achieve a passing grade in all courses, as well as the semester project course, which are stipulated in the program.

c) For those who have been accepted into the doctoral program with a bachelor's degree, it is mandatory to complete a minimum of 51 ISTU credits, 17 postgraduate courses, and 300 ECTS credits. Additionally, one must be successful in all courses prescribed in the program, seminar, qualifying exam, thesis proposal, and thesis work.

d) For those who have been accepted into the doctoral program with a master's degree, it is mandatory to earn a minimum of 21 ISTU credits, successfully complete 7 postgraduate courses, and acquire 240 ECTS credits. Additionally, they must demonstrate proficiency in all courses prescribed in the program, including the seminar, qualifying exam, thesis proposal, and thesis work.

Diploma

ARTICLE 44 – (1) Master's degree candidates who fulfill the prerequisites outlined in this directive, whether they complete a thesis or not, are presented with a master's diploma. Similarly, doctoral degree candidates who satisfy the specified conditions are awarded a doctoral diploma.

(2) In the case of master's programs and doctoral programs that require the submission of a thesis, the graduation date is typically determined by the date on which a digitally certified copy of the thesis is delivered to the examination jury commission.

(3) In non-thesis master's programs, the completion of student graduation is contingent upon the approval of the Directorate of Institute. The date of such approval is inscribed on the diploma as the graduation date.

(4) The Senate is responsible for determining the shape and dimensions, as well as the information to be included, on all diplomas.

(5) A diploma supplement is a document that can be issued to graduates, which serves to acknowledge and validate their academic and professional qualifications on an international scale.

CHAPTER NINE

Miscellaneous and Final Provisions

Disciplinary Proceedings

ARTICLE45 – (1) The principles regarding the disciplinary procedures of the students are determined by the University Senate.

Notification

ARTICLE46 – (1) All notifications pertaining to administrative procedures that are applicable to students are communicated through postal services, email, courier, or electronic signatures via the Student Information System. The aforementioned notifications are sent to the addresses provided by the students during their registration or updated subsequently. General announcements that are applicable to all students are communicated by posting them on the University's website.

(2) In the event that notification is sent to students' current addresses at the University, and these students do not update their address and contact information, do not notify the University of any changes, or provide an incorrect or incomplete address, even if they have altered the address, they originally declared upon registering at the University, the notification will nonetheless be considered as having been delivered to them.

Cases where there is no provision

ARTICLE47 – (1) Pursuant to the absence of any specific provisions in this Directive, the University Senate's decisions are implemented by reference to other pertinent regulatory measures.

Validity

ARTICLE48 – (1) This Directive shall become effective upon the approval of the University Senate.

Execution

ARTICLE49 – (1) The enforcement of the provisions of this Directive is carried out by the Rector of the International Science and Technology University.