



**ALTINBAŞ CYPRUS UNIVERSITY
(WORLD PEACE UNIVERSITY)**

**REGULATION ON POSTGRADUATE EDUCATION, INSTRUCTION,
ADMISSION, EXAMINATION AND ACADEMIC ACHIEVEMENT**

(Name change: Senate No: 34, Date: 16.10.2025)

CHAPTER I

Purpose, Scope, and Definitions

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| Short Name | 1. This regulation shall be referred to as the 'Regulation on Postgraduate Education, Instruction, Admission, Examinations and Academic Achievement'. |
| Purpose | 2. The purpose of this regulation is to regulate the procedures and principles regarding student admission and registration processes for postgraduate programmes conducted at the Postgraduate Education Institute affiliated with Altınbaş Cyprus University, as well as postgraduate education, teaching, and examinations. |
| Scope | 3. This regulation covers provisions relating to student admission and registration procedures for ALCU postgraduate programmes, as well as education, teaching, and assessment processes. |
| Definitions | 4. The following terms used in this regulation: <ul style="list-style-type: none">a) AHCI: Arts and Humanities Citation Index,b) ECTS: the European Credit Transfer System,c) ALES: Academic Staff Postgraduate Education Entrance Examination,d) Department: The department that has a programme at the Institute of Postgraduate Education and is responsible to the Institute for the implementation of the programme,e) DOI: Digital Object Identifier, the system that identifies documents and similar content in digital environments,f) Institute: The Graduate School,g) GMAT: Graduate Management Admission Test,h) GPA: Grade Point Averagei) GRE: Graduate Record Examination – the required examination for postgraduate education in the United States,j) Plagiarism: Presenting the ideas, methods, data, or works of others as one's own, either partially or entirely, without proper citation in accordance with scientific rules, |

- k) ÖSYM: Measurement, Selection and Placement Centre Presidency,
 - l) SCI: Science Citation Index, SCI-Expanded: Science Citation Expanded Index,
 - m) SSCI: Social Science Citation Index,
 - n) TOEFL: Test of English as a Foreign Language,
 - o) TÖMER exam, Turkish Language Learning Centre exam,
 - p) YÖDAK: The Council for Higher Education Planning, Supervision, Accreditation and Coordination,
 - q) YÖK: The Higher Education Council,
- are hereby defined.

CHAPTER II

Principles Regarding Master's Degrees

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| Application and Admission | <ul style="list-style-type: none"> 5. To apply for a master's programme, candidates must hold a bachelor's degree and meet the application requirements of the programme to which they are applying. 6. Turkish citizens applying to thesis-based master's programmes must have a minimum ALES score of 55 in the relevant score type for the programme they are applying to, or an equivalent score from exams such as GMAT or GRE. However, the ALES requirement does not apply to applicants with a doctoral degree or a Master of Fine Arts degree applying to master's programmes. 7. No ALES score is required for applications to non-thesis master's programmes. 8. Turkish citizens who have completed their entire undergraduate education abroad are not required to take the ALES exam when applying for master's programmes. 9. Undergraduate students who have graduated or are about to graduate may apply to postgraduate programmes with documents showing their probable graduation. 10. Applicants may submit their applications to the Institute of Graduate Education in person, by email, or online. Applicants must complete the application form and submit it along with the required documents. 11. The exemption of candidates to be admitted to postgraduate programmes taught in English from the English Preparatory Programme is determined by the Institute Council upon the recommendation of the English Preparatory and Foreign Languages School. Candidates may be admitted directly to the programme if they achieve the minimum scores specified in TOEFL or similar English language examinations or submit an equivalent English language examination certificate. The equivalent scores for valid language test certificates are determined in consultation with the English Preparatory and Foreign Languages School. Applicants who cannot submit any language test certificate must obtain the minimum score determined by the Institute Council in the language test to be conducted by the School of English Language Preparation and |
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Foreign Languages. Applicants who do not obtain the required score are required to continue the English Language Preparation programme offered by the School of English Language Preparation and Foreign Languages.

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| Registration | <p>12. Non-native Turkish speakers applying for postgraduate programmes taught in Turkish must obtain the minimum scores determined by the TÖMER exam or similar Turkish language exams approved by the Institute Council to be exempt from the Turkish Preparatory Programme.</p> <p>13. Citizens of countries where the official language is not Turkish who have obtained their bachelor's degrees from a higher education institution offering Turkish-language education in a country where the official language is Turkish are not required to provide additional documentation of their Turkish language proficiency.</p> <p>14. The initial registration procedures for students accepted into postgraduate programmes are carried out by the Student Affairs Office. Students who receive an acceptance letter from are required to submit the originals of their diploma, academic transcripts, and language proficiency certificates.</p> <p>15. Course and thesis registrations for postgraduate students are carried out at the beginning of each term by the academic units to which they are affiliated.</p> <p>16. A student enrolled in any master's programme cannot simultaneously enrol in another postgraduate programme.</p> |
| Duration of Studies | <p>17. For thesis-based master's programmes:</p> <p>a) The master's degree consists of seven courses totalling 21 credits, a seminar course and a thesis. The seminar course and thesis are not credited and are assessed as pass or fail. The master's degree programme with thesis consists of at least 120 ECTS credits. Students who successfully complete their courses and seminar must register for the thesis each semester.</p> <p>b) The duration of the thesis-based master's programme, excluding the period spent on scientific preparation, is a maximum of eight semesters, starting from the semester in which the courses related to the registered programme are offered. Turkish citizens who did not complete their entire undergraduate education abroad are subject to the provisions of the Higher Education Council's Postgraduate Education and Teaching Regulations regarding duration.</p> <p>c) Students who fail to successfully complete the credit-bearing courses and seminar course specified in the teaching plan by the end of the specified period, who fail to meet the success criteria/requirements, who fail their thesis work, or who do not attend their thesis defence will have their affiliation with the university terminated.</p> <p>18. For the non-thesis master's programme:</p> <p>a) The master's programme consists of ten courses totalling thirty credits and 90 ECTS, as well as a Graduation Project course. Students may register for the Graduation Project in the third semester in which they enrol in courses. The Graduation Project course is non-credit bearing and is assessed as either pass or fail.</p> |

b) The non-thesis master's programme lasts a minimum of three semesters and a maximum of six semesters, excluding the period spent on scientific preparation. Turkish citizens who did not complete their entire undergraduate education abroad are subject to the provisions of the Higher Education Council's Postgraduate Education and Teaching Regulations regarding duration.

c) Students who fail to successfully complete the credit-bearing courses specified in the teaching plan and the Graduation Project course within the specified period, or who fail to meet the success criteria/requirements, shall have their affiliation with the university terminated.

**Courses,
Assessment and
Evaluation**

19. Master's level courses to be offered in any term are determined based on the recommendation of the relevant unit and the approval of the institute council, and are opened by Senate decision. Programmes must include at least one course covering scientific research methods and publication and research ethics.

20. The term grade for each course taken by students is as shown in Table 1. To be considered successful in a course, a student must have obtained at least a "C" grade.

21. Students who fail a course by receiving a grade lower than "C" must retake the compulsory courses in the first term they are offered again, with the approval of their academic advisor or thesis advisor. They must take the same course or a new course in place of the elective course they failed.

22. To successfully complete the thesis-based Master's programme, the student's overall grade point average (GPA/CGPA) must be at least 3.00. Students who have completed their courses but whose GPA (CGPA) is below 3.00 may take up to four additional courses to raise their GPA

These courses may be selected from courses they have already taken or from courses they have not yet taken. In this case, students whose GPA remains below 3.00 will have their programme affiliation terminated.

23. To successfully complete the non-thesis Master's programme, the student's cumulative grade point average (CGPA) must be at least 2.50. Students who have completed their courses but whose GPA (CGPA) is below 2.50 may take up to four additional courses to raise their GPA (CGPA). These courses may be selected from courses they have already taken or from courses they have not taken. In this case, students whose GPA (CGPA) remains below 2.50 will have their enrolment in the programme terminated.

24. Non-thesis master's students with a GPA of 3.00 or higher may transfer to a thesis-based master's programme provided they meet the other admission requirements.

**Assignment of
Thesis
Supervisor**

25. In the thesis-based master's programme, the head of the relevant department appoints a thesis supervisor for each student no later than the second semester registration; the student and their supervisor must propose the thesis topic to the Institute Directorate no later than the end of the semester following the appointment of the supervisor.

**Formation of
the Thesis
Committee and
Completion of
the Master's
Thesis**

26. From the semester in which the student commences the thesis, academic advisory duties are carried out by the thesis supervisor.
27. At the end of each semester, the thesis work is evaluated by the thesis supervisor, with the approval of the relevant department head, as sufficient (S), in progress (P), or insufficient (U) according to Table-1. Following a semester in which the thesis work is assessed as (U), regardless of whether the student has taken leave in between, if the student receives another (U) grade for the thesis work in the first semester they are registered for the thesis, or if they receive a U grade in any three semesters, their affiliation with ALCU is terminated.
28. A postgraduate student's thesis supervisor or thesis topic may be changed upon the recommendation of the department head and with the approval of the Institute Management Board.
29. In non-thesis master's programmes, a "graduation project supervisor" is assigned to the student by the relevant department chair at the beginning of the term in which the project will be carried out.
30. A student enrolled in a thesis-based master's programme writes their thesis in accordance with the writing rules determined by the Institute Directorate and defends it orally before a committee. In order for the student to be eligible to defend their thesis, their cumulative grade point average (CGPA) must be at least 3.00.
31. The student submits their completed master's thesis to their thesis supervisor prior to the thesis defence. The thesis supervisor submits the thesis to the Institute, along with their opinion on its defendability and the similarity report for the thesis in question. If the similarity report identifies a total similarity exceeding 20% and a similarity exceeding 2% for each source, and/or if the use of generative artificial intelligence is found to exceed 10%, the thesis is sent to the Institute Directorate for a final decision. The total percentage of similarity and generative artificial intelligence usage cannot exceed 20% under any circumstances. If generative artificial intelligence usage is reported by the software as 0% but is still detected, the report is submitted to the Institute Directorate by the supervisor for a final decision.
32. The master's thesis jury is appointed upon the recommendation of the thesis supervisor and the relevant department chair and with the approval of the institute's administrative board. The jury consists of three faculty members, one of whom is the student's thesis supervisor and at least one of whom is from outside ALCU. If the student has a second thesis supervisor (co-supervisor), they may participate in the committee, but the supervisors have only one vote; the co-supervisor cannot vote.
33. The jury members shall convene within one month of the date on which the thesis is submitted to them and shall examine the student's thesis defence. After the student has presented their thesis, the jury shall ask the student questions. Once the questions have been completed, the student shall be asked to leave the room and the jury shall decide on the student's success in relation to the thesis. The thesis defence concludes when the student is invited back into the room and the jury's decision is communicated to them.

34. After the thesis defence is completed, the Jury decides by a simple majority to accept, reject, request a repeat of the thesis defence, or request corrections. This decision is reported to the Institute by the relevant department chair within three days of the thesis defence, accompanied by a written record. Students whose thesis is deemed unsuccessful and rejected have their affiliation with ALCU terminated.
35. Candidates who are required to repeat their thesis defence may defend their thesis once more during the following term. The student submits their thesis to their supervisor after making the necessary corrections. The supervisor obtains another plagiarism report and submits the thesis to the Institute. The thesis jury for the candidate taking the thesis defence for the second time does not have to consist of the same members; it may consist of different members and is formed in accordance with the principles set out in these regulations. If the candidate fails for the second time, their affiliation with ALCU is terminated.
36. The student whose thesis has been subject to a revision decision shall resubmit the thesis to the jury members after making the necessary revisions within one month at the latest. The thesis shall be deemed accepted once the jury members have notified the Institute Directorate in writing, via the relevant department chair, that the requested revisions have been made and accepted.
37. A student whose thesis has been rejected may transfer to a non-thesis master's programme upon request.
38. A student enrolled in a non-thesis master's programme may undertake the graduation project during the summer school period if they have completed three terms of the programme.
39. At the end of the term, the student submits the report prepared on the student project to the graduation project supervisor. The project supervisor evaluates the student's written report and may decide that the project work is satisfactory (S), that corrections need to be made to the project, or that the project work is unsatisfactory (U).
40. Students who are required to make corrections to their project must submit the corrected version to the project supervisor within two weeks at the latest. Once the project supervisor has notified the department chair in writing that the required corrections have been made and accepted, the graduation project is deemed satisfactory (S).
41. Students enrolled in a non-thesis master's programme may transfer to a thesis-based master's programme provided they meet the minimum requirements set for the thesis-based master's programme. In this case, courses taken in the non-thesis master's programme may be counted towards the thesis-based master's programme.
42. Provided that the candidate successfully defends their thesis and fulfils the other requirements for graduation determined by the Senate, a Master's degree with thesis shall be awarded to the Master's degree candidate with thesis who submits at least three bound copies and one digital copy of their thesis, which has been found to be formally acceptable, to the Institute within one month of the date of

**Graduation and
Master's Degree**

- the thesis defence. The graduation date is the date on which the thesis defence minutes are signed by the thesis committee.
43. The Institute Board of Directors may extend the delivery period by a maximum of one month upon request. Students who do not meet these conditions cannot receive their diploma or benefit from student rights until they do so.
 44. Students who successfully complete their credit-bearing courses and graduation project are awarded a non-thesis master's degree.
 45. The name of the master's programme in which the student is enrolled, as approved by YÖDAK/YÖK, appears on the thesis-based/non-thesis-based master's degree certificate.
 46. Diplomas bear the signatures of the Institute Director and the Rector, along with the university's seal, embossed stamp, and hologrammed label.
 47. Graduating students are required to pay the diploma fees determined by the Rectorate.

PART III

Principles Regarding Doctoral Degrees

Application and Admission

48. To apply for doctoral programmes, applicants must hold a master's degree or a bachelor's degree.
49. Turkish citizens holding a master's degree must have a thesis-based master's degree to apply for doctoral programmes (except for candidates who enrolled in non-thesis master's programmes before 6 February 2013 and hold a non-thesis master's degree) and must have a minimum ALES score of 55 or an equivalent score from exams such as GMAT or GRE in the score type they are applying for.
50. Non-Turkish citizens holding a non-thesis master's degree must have a graduation average of at least 3.00 out of 4.00 or an equivalent score and require the decision of the relevant departmental board to apply for doctoral programmes.
51. Applicants applying to doctoral programmes with a bachelor's degree must have a bachelor's degree graduation average of at least 3.00 out of 4.00 or an equivalent score, and Turkish citizens must have a minimum ALES score of 80 or an equivalent score from exams such as GMAT or GRE in the score type for which they are applying.
52. Faculties and colleges may use evaluation criteria such as undergraduate grade point average, foreign language score, written scientific evaluation and/or interview results, etc., in admitting students to relevant master's programmes, based on the recommendation of the faculty/college council and the decision of the Senate.
53. Those who have completed a 10-semester undergraduate education, excluding preparatory classes, are considered to hold a master's degree and may apply to doctoral programmes accordingly.

54. Master's students who have graduated or are about to graduate may apply to doctoral programmes with documents indicating their probable graduation.
55. Applicants may submit their applications to the Institute of Graduate Education in person, by email, or online. Applicants must complete the application form and submit it along with the required documents.
56. The exemption status of candidates to be admitted to doctoral programmes taught in English from the English Preparatory Programme is determined by the Institute Council upon the recommendation of the English Preparatory and Foreign Languages School. Candidates may be admitted directly to the programme if they obtain the minimum scores specified in TOEFL or similar English language examinations or submit an equivalent English language examination certificate. The equivalent scores for valid language test certificates are determined based on the opinion of the English Preparatory and Foreign Languages School. Applicants who cannot submit any language exam certificate must obtain the minimum score determined by the Institute Council in the language exam to be conducted by the School of English Language Preparation and Foreign Languages. Applicants who do not obtain the required score are required to continue the English Language Preparation programme offered by the School of English Language Preparation and Foreign Languages.
57. Applicants whose native language is not Turkish and who are to be admitted to doctoral programmes taught in Turkish must obtain the minimum scores determined by the TÖMER exam or similar Turkish language exams approved by the Institute Council to be exempt from the Turkish Preparatory Programme.
58. Citizens of countries where the official language is not Turkish who have obtained their master's degrees from a higher education institution offering Turkish-language education in a country where the official language is Turkish are not required to provide proof of Turkish language proficiency if they apply within two years of graduation.
59. A student enrolled in any doctoral programme may not simultaneously enrol in another doctoral programme.
60. Students admitted to the doctoral programme with a master's degree are required to complete a minimum of 240 ECTS credits, consisting of seven courses, seminars, a qualifying examination, a thesis proposal, and thesis work, totalling at least 21 credits.
61. Students admitted to the doctoral programme with a bachelor's degree are required to complete a programme of at least 300 ECTS credits, consisting of at least 14 courses totalling 42 credits, seminars, a qualifying examination, a thesis proposal, and thesis work.
62. The doctoral programme lasts for eight semesters for those admitted with a master's degree, excluding the period spent in scientific preparation, starting from the semester in which the

Duration of Study

courses related to the programme they are enrolled in are offered, regardless of whether they register for each semester or not; it lasts for ten semesters for those admitted to the doctoral programme with a bachelor's degree. These periods may be extended by a maximum of four semesters upon the recommendation of the relevant academic unit and the approval of the Institute Management Board.

**Courses,
Assessment and
Evaluation**

63. Students admitted to the programme with a master's degree must complete their course load by the end of the sixth semester at the latest; students admitted to the doctoral programme with a bachelor's degree must complete their course load by the end of the eighth semester at the latest.
64. Students who applied to the doctoral programme with a bachelor's degree and who fail to complete their credit courses and/or thesis work within the maximum period and/or fail to successfully defend their doctoral thesis may be awarded a non-thesis master's degree upon request, provided that they have fulfilled the required credit load, project and other similar conditions for the relevant non-thesis master's programme.
65. Doctoral courses to be offered in any term are determined based on the recommendation of the relevant unit and the approval of the institute council, and are opened by Senate decision.
66. At least one course covering scientific research methods, publication, and research ethics must be included in the programmes.
67. The term grade for each course taken by students is as per Table-1. To be considered successful in a course, a student must have obtained at least a "B" grade.
68. A student who fails a course by receiving a grade lower than "B" must retake the compulsory courses in the first term they are offered again, with the approval of their academic advisor or thesis advisor. They must take the same course or a new course in place of the elective course they failed.
69. To successfully complete their doctoral courses, students must have a minimum overall grade point average (GPA) of 3.00. Students who have completed their courses but whose GPA (CGPA) is below 3.00 may take up to four additional courses to raise their GPA (CGPA). These courses may be selected from courses the student has already taken or courses they have not yet taken. In this case, students whose GPA (CGPA) remains below 3.00 will have their programme affiliation terminated.
70. A student who has been accepted into a doctoral programme with a bachelor's degree or who holds a master's degree in a field different from the doctoral programme and has successfully completed at least seven courses may transfer to a master's programme. A student wishing to transfer to a master's programme must meet the application and admission requirements of the relevant master's programme.

**Assignment of
Thesis Supervisor**

71. The relevant academic unit shall notify the Institute of a thesis supervisor holding a doctoral degree from the ALCU faculty for

each student, along with the thesis topic and thesis proposal mutually agreed upon by the supervisor and the student. The thesis supervisor and thesis proposal shall be finalised by a decision of the Institute Management Board. The thesis supervisor shall be appointed no later than the end of the second semester.

Doctoral Qualification Examination

72. In order for faculty members to supervise theses in doctoral programmes, they must have successfully supervised at least one master's thesis. In cases where the nature of the thesis work requires more than one thesis supervisor, the second thesis supervisor (co-supervisor) may be an academic with at least a doctoral degree from within or outside the university faculty.
73. If there is no faculty member at ALCU with the appropriate field of expertise, the thesis supervisor may be selected from another higher education institution by the Institute Management Board, upon the recommendation of the relevant academic unit, within the framework of the principles determined by the Senate. In this case, the thesis supervisor appointed from outside the university may only be a co-supervisor.
74. The qualification examination assesses whether a student who has completed their courses and seminars possesses the scientific research competence required for their doctoral work in the fundamental topics and concepts of their field. A student may take the qualification examination a maximum of two times.
75. Qualification examinations are prepared, administered, and evaluated by an examination committee proposed by the relevant unit and approved by the Institute Management Board. The examination committee consists of five faculty members, including the supervisor. At least two of the five committee members must be from outside ALCU.
76. The qualification examination is conducted in two parts: written and oral. Students who score at least 80 out of 100 in the written examination are admitted to the oral examination. The examination board evaluates the student's performance in the oral examination and decides by a simple majority whether the student has passed or failed. This decision is reported to the Institute by the relevant unit within three days following the qualification examination.

Students who fail the qualification examination are re-examined in the following semester. Students who fail the qualification examination twice are dismissed from the doctoral programme.

Thesis Monitoring Committee

77. Students who pass the qualifying examination successfully begin to join thesis monitoring committees from the first term following the qualifying examination. The thesis monitoring committee is formed upon the recommendation of the relevant unit and with the approval of the Institute Management Board. Students must join the thesis monitoring committee in every term they are registered for the thesis. In order for the student to be eligible for the thesis defence, they must have successfully completed at least three thesis supervision committees.

**Thesis Proposal
and Defence**

78. The thesis supervision committee consists of three faculty members. The committee includes one member from within the relevant programme and one from outside, in addition to the thesis supervisor. If a second thesis supervisor is appointed, the second thesis supervisor may attend committee meetings if they wish, but they do not have voting rights.
79. Following the establishment of the thesis monitoring committee, changes may be made to its members upon the recommendation of the relevant unit and with the approval of the Institute Management Board.
80. Students who have successfully completed the doctoral qualifying examination shall defend their thesis proposal, which covers the purpose, methodology, and work plan of their research, orally before the thesis monitoring committee within six months at the latest. Students shall distribute a written report on their thesis proposal to the committee members at least one month before the oral defence. The thesis monitoring committee decides on the acceptance, revision, or rejection of the thesis proposal submitted by the student by a simple majority. A period of one month is granted for revision. At the end of this period, the decision on acceptance or rejection, made by a simple majority, is reported to the Institute by the relevant unit within three days following the completion of the process, accompanied by a written record.
81. Students whose thesis proposals are rejected have the right to choose a new supervisor and/or thesis topic. In this case, a new thesis monitoring committee may be appointed. Students who wish to continue the programme with the same supervisor are called for another thesis proposal defence within three months, while students who change their supervisor and thesis topic are called for another thesis proposal defence within six months. Students whose thesis proposals are rejected again in this defence have their affiliation with ALCU terminated.
82. For students whose thesis proposals are accepted, the thesis monitoring committee meets at least twice a year, preferably once during the autumn and once during the spring semester of each academic year. The student submits a written report to the committee members at least one month before the meeting date. This report summarises the work done up to that point and outlines the work plan for the next semester. The student's thesis work completed up to that point is assessed by the committee as either successful or unsuccessful. If the committee assesses the student as unsuccessful twice in a row or three times intermittently, the student's affiliation with ALCU is terminated.
83. A student who fails to attend the thesis proposal defence within the specified time without a valid excuse is deemed unsuccessful and their thesis proposal is rejected.

**Completion of the
Doctoral Thesis**

84. Before the defence of the doctoral thesis, and in the case of theses that have been given corrections, the student completes the thesis along with the corrections and submits it to their supervisor. The

supervisor submits the thesis to the Institute, along with their opinion on the thesis's readiness for defence and the similarity report for the thesis in question. If the similarity report identifies a total similarity of more than 20% and more than 2% in each citation and/or the use of generative artificial intelligence is found to exceed 10%, it is sent to the Institute Directorate for a final decision. The total percentage of similarity and generative artificial intelligence usage (excluding references) cannot exceed 20% under any circumstances. If the use of generative artificial intelligence is reported by the software as being 0%, but generative artificial intelligence is used, it is sent to the Institute Directorate for a final decision.

85. At least three positive thesis monitoring committee reports must be submitted for the student's thesis to be finalised.
86. In order for a student who has completed their thesis and submitted it to the Institute to be eligible for their doctoral thesis defence, they must have published an article related to their thesis in a journal indexed by SCI-E (Science Citation Index Expanded), SSCI (Social Science Citation Index) or AHCI (Arts and Humanities Citation Index) in the field related to their doctoral thesis. The publication waiting period is not included in the doctoral programme duration and is limited to a maximum of three years.
87. The doctoral thesis jury is appointed upon the recommendation of the supervisor and the relevant unit and with the approval of the Institute Management Board. The jury consists of five academic staff members, including the supervisor, three of whom are preferably members of the student's thesis monitoring committee and at least two of whom are from other higher education institutions. If the student has a co-supervisor, they may be included in the jury without voting rights.
88. The jury members meet within one month of the date on which the thesis is submitted to them and examine the student's thesis defence. After the student has presented their thesis work, the jury asks the student questions. Once the questions have been completed, the student is asked to leave the room and the jury decides on the student's success in relation to the thesis. The thesis defence concludes when the student is invited back into the room and the jury's decision is communicated to them.
89. The jury decides by simple majority to accept, reject, repeat the thesis defence, or request corrections to the thesis. Students whose theses are accepted are considered successful. This decision is reported to the Institute by the relevant unit within three days following the thesis defence. Students whose theses are rejected are dismissed. Students whose thesis defence is decided to be repeated defend their thesis again within the next term after making the necessary corrections. Students who are unsuccessful in this defence are dismissed. Students whose thesis is decided to be corrected submit their thesis to the jury members within one month at the latest after making the necessary

**Graduation and
Doctorate
Diploma**

corrections. A plagiarism software report is obtained again for theses that have been revised. Students who are unsuccessful in their thesis are awarded a non-thesis master's degree upon request.

90. Students who have completed their thesis work submit their thesis to their supervisor. The supervisor sends the thesis to the Institute via the relevant unit chair, along with their written opinion on the thesis's compliance with writing rules. After approval by the Institute, students who successfully defend their thesis and meet the other requirements for graduation determined by the Senate, and whose doctoral thesis is found to be formally acceptable, and who submit at least three bound copies and one digital copy of their thesis to the Institute within two months of the date of their thesis defence, are entitled to receive a doctoral diploma. The Institute may extend the submission period by a maximum of two months upon request. Students who do not meet these conditions cannot receive their diploma until they do so, cannot benefit from student rights, and their relationship with the university will be terminated upon expiry of the maximum period.
91. The doctoral diploma bears the name of the programme as approved by YÖDAK/YÖK, the signatures of the Institute Director and the Rector, the university seal and cold stamp, and a hologrammed label. The date of graduation is the date on which the signed copy of the decision record prepared by the thesis jury confirming the student's success is submitted to the Institute.
92. Graduating students are required to pay the diploma fees determined by the Rectorate.

**IV. SECTION
Miscellaneous Provisions**

**Course
Exemption**

93. Course exemption applications must be submitted to the relevant department chair, along with exemption documents, by the end of the first term in which the student is enrolled in the programme they have been accepted into. Requests for exemptions made in subsequent terms or years, or requests for the cancellation of exemptions or equivalency procedures that have already been granted, will not be accepted.
94. At Altınbaş Cyprus University, courses successfully completed by a student enrolled in any postgraduate programme at another higher education institution may be counted towards their degree, provided that their equivalence is demonstrated. These courses are recorded on the student's transcript with the letter grade equivalent applied at Altınbaş Cyprus University and are included in the calculation of the overall grade point average.

**Inter-Programme
Horizontal
Transfer**

95. Courses transferred to the programme in which the student is enrolled through course exemption must have been taken within the last five academic years prior to the student's enrolment in any postgraduate programme at Altınbaş Cyprus University, and the grade must be at least a "C". Exemption may be granted for any course taken five years or more ago, subject to the recommendation of the Department Board and the decision of the Faculty Board.
96. The total credits of courses transferred to the programme in which the student is enrolled through course exemption may be up to half of the total credits required to complete the programme. After the courses transferred to the student's programme through course exemption, at least three credit courses are taken, and one semester is deducted from the student's total study period in the programme.
97. A student enrolled in a postgraduate programme at Altınbaş Cyprus University may apply for a lateral transfer between programmes. To transfer from a non-thesis master's programme to a thesis-based master's programme, the student must meet the application requirements for the thesis-based programme and have successfully completed at least three courses in the non-thesis programme with a minimum GPA of 3.00/4.00. These conditions do not apply to students applying to transfer from a thesis-based master's programme to a non-thesis master's programme.
98. Students transferring between the university's thesis-based and non-thesis programmes of the same name will have all credit-bearing courses from their previous programme's transcript transferred to the new programme, regardless of their grades, including all repeats.
99. Students who transfer from a thesis-based master's programme to a non-thesis master's programme after the completion of the thesis-based programme's duration are granted an additional semester to fulfil the requirements of the non-thesis master's programme.
100. Applicants applying for lateral transfer to ALCU from another university must have successfully completed at least one semester in their current programme and meet the admission requirements for the programme they are applying to.
101. In a lateral transfer, courses taken at the previous educational institution may be accepted at a maximum rate of 2/3. Those who have completed their course load at another university for a master's degree are not permitted to transfer laterally solely for the purpose of writing a thesis. Seminars and theses in master's programmes, and seminars, qualifying examinations, and theses in doctoral programmes cannot be transferred.
102. Master's students transferring to ALCU through lateral transfer must complete at least two academic terms of their studies at ALCU, while doctoral students must complete at least four academic terms.

- 103.** Students admitted to ALCU postgraduate programmes through lateral transfer from another university may be exempted from certain courses deemed appropriate at ALCU, subject to the recommendation of the relevant department and the approval of the Institute Management Board. The courses for which the student is recommended to be exempted are reported to the Institute Directorate by the relevant department. Once the courses for which exemption will be granted have been determined, exemption applications will not be accepted.
- 104.** Doctoral students who enrol at ALCU through lateral transfer must have passed the doctoral qualifying examination in their previous programme and/or be at the thesis stage, but they are required to take at least three courses and seminars at ALCU and retake the qualifying examination and pass it.
- Scientific Preparation** **105.** Scientific Preparation courses may be offered to candidates for master's or doctoral programmes who have been conditionally accepted and who have obtained their bachelor's or master's degrees in fields different from the master's or doctoral programme to which they have been accepted, as well as to candidates for master's or doctoral programmes who have obtained their bachelor's or master's degrees from higher education institutions other than Altınbaş Cyprus University, in order to address their deficiencies.
- Leave of Absence** **106.** Students may be granted permission to freeze their enrolment for a maximum of three semesters for master's students and four semesters for doctoral students during their studies, provided they can demonstrate compelling reasons. Applications for leave of absence must be submitted to the Institute in writing no later than the end of the add/drop period for the relevant semester. The Institute Management Board decides whether to grant the leave of absence, and the student's study period is extended by the duration of the leave of absence.
- 107.** Turkish citizens who have not completed their entire undergraduate education abroad and foreign students enrolled in ALCU postgraduate programmes who have not completed their entire undergraduate education abroad are subject to the provisions set out in the Higher Education Council's Postgraduate Education and Teaching Regulations. C. citizens who are enrolled in ALCU postgraduate programmes but did not complete their entire undergraduate education abroad are subject to the provisions set forth in the Higher Education Council's Postgraduate Education and Teaching Regulations.
- 108.** If deemed appropriate by the supervisor, students may withdraw from credit-bearing courses within the announced period. A student may not withdraw from courses taken in place of previously withdrawn courses or courses that must be repeated. A student may withdraw from a maximum of 2 courses per semester.
- 109.** Appeals against mid-term and/or final grades and/or achievement grades must be submitted in writing to the relevant

department chair within one week of the grade being announced. The department chair shall convene a committee consisting of three academic staff members deemed appropriate and shall resolve the student's appeal within five working days of the date of the appeal and report the outcome to the Institute Management Board. If a decision is made to change any mid-term or end-of-term grade and/or final grade, this situation shall be submitted to the Institute Management Board, along with the "Grade Change Form", with justification. The decision of the Institute Management Board shall be communicated to the student affairs office. The Institute Management Board shall notify the student in writing of the final outcome regarding the student's petition.

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| Executive
Authority
Entry into Force | <ul style="list-style-type: none">110. In the event of any conflict between the provisions of this Regulation and the relevant YÖDAK regulations, the YÖDAK provisions shall apply to students who register after the date of amendment.111. For matters not explicitly addressed in this Regulation, the provisions of the "ALCU Examination and Success Regulation" shall apply.112. The Institute Council and the Institute Management Board are authorised to make decisions on matters not specified elsewhere.113. This Regulation shall be implemented by the ALCU Rectorate.114. This Regulation shall enter into force on the date of approval by the Senate. |
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Table-1 Grading Scale Used in Postgraduate Programmes

POINTS	LETTER GRADE	WEIGHTING FACTOR	EXPLANATION
90-100	A	4.00	Pass
85-89	A-	3.70	Pass
80-84	B+	3.30	Pass
75-79	B	3.00	Successful
70-74	B-	2.70	
65-69	C	2.30	
60-64	C	2.00	
55-59	C-	1.70	Failed
50-54	D+	1.30	Failed
45-49	D	1.00	Failed
0-44	F	0.00	Failed
	I		Incomplete
	W		Withdrawal from Course
	S		Sufficient
	U		Insufficient
	P		Ongoing
	NA		Failed due to absenteeism