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REGULATIONS

General Information

The main aims of a university is to explore and advance the limits of knowledge. Therefore, Erciyes University has been trying to offer graduate study on the social sciences in a variety of different fields to train high quality man-power to meet the needs of Turkey and the World population to generate objective and unbiased knowledge via scientific research and studies. In that regard, EU has fulfilled an important function offering Master's and Doctoral Programs to around nine hundreds students. Today we proudly observe that these distinguished students are the assets of their institution and have been doing their best for the development of the country.

Graduate School of Social Sciences offer MA studies in 16 departments, at 32 programs, and PhD in 7 departments at 24 programs, and in every year new programs has been opened by the approval of Higher Education Council as it is needed. Total number of graduate students at the Graduate School of Social Sciences is around 750 and the number of postgraduate students increases in every year.

Student Admission

A student who want to submit to a MA degree must be graduated from a four year undergraduate program. Admission to Master's Degree (MS, MA, MBA) Programs are decided by assessing:

Marks obtained at Central Examination for Graduate Education (LES) (Central Examination for Graduate Education (LES) average must be 50.)

Undergraduate grade point average. (Undergraduate grade point average must be at least be 55/ 100.)

An oral subject exam if it is needed is also given in certain departments, not all in admission. Score obtained at this exam should be minimum 50/100.

If candidates submit a document stating that they have score in the foreign language proficiency exam given by KPDS, ÜDS, TOEFL, IELTS, they profit 20% of it.

Admission to the Master's Degree programs without thesis is decided by:

Assessing the scores obtained at Central Examination for Graduate Education (LES)

Undergraduate Grade Point Average.

- In doctoral (PhD) programs, student enrollment will be decided by evaluating:

Scores in Central Examination for Graduate Education (LES),

Grade points of Bachelor's and Master's Degree programs, (A minimum scores of 50 on the English Proficiency Examination (KPDS, ÜDS). Candidates, who had four years of undergraduate education, should hold at least 55/100. Master's degree grade point average for them to be enrolled in doctoral programs must at least be 75/100.)

- Names of the graduate programs, the other documents required for application, deadlines and other relevant issues will be notified by Erciyes University.

Student Admission to Subject Area Preparatory Program

A subject area Preparatory Program can be conducted for Master's and Doctoral studies for the candidates who have received a Bachelor's Degree in a different field from the Master's or Master's Degree in a different field from Doctoral Degree they applied to.

Entrance Oral Exam

The Graduate School Executive Committee forms juries of three upon recommendation of the relevant Department for each program. These juries conduct the Master's and Doctoral Degree entrance oral subject exams in certain departments.

Enrollment

- The list of the students who are admitted into the graduate programs shall be finalized with approval of the Graduate School Executive Committee. Student enrollments shall be arranged by The Graduate School of Social Sciences.

Course Examinations and Evaluation

- Student to be eligible to take the examinations, they should be actively present in 80% of the courses.

Assessment of Accomplishment

- The learning activities conducted during the semester, mid-term exams and their contribution to the final exams will be determined by the Departmental Academic Board.

Passing grade for the Master's Degree Programs is 65/100, and for doctoral programs, it is minimum 75/100.

- There will not be any make up exams in graduate programs. The students can repeat a course they failed within the next year semester.

Success Degree	MA	PhD
Excellent	91-100	91-100
Successful	75-90	75-90
Satisfactory	65-74	-----
Unsatisfactory	0-64	0-74

Grade Point Average (GPA)

The overall GPA is calculated by taking into account all the courses taken by the students since their admission in the program.

All grades are recorded in the transcript of the students.

Dismissal

Students who does not renew his/her registration at the beginning of every semester,

- Students unable to fulfill the required minimum course load, in 4 semesters for Master's degree programs with thesis, in 6 semesters for Master's degree programs without thesis and in 8 semesters for doctoral programs,

- Students who have failed for the second time at the doctoral competency examination,

- Doctoral students whose dissertation recommendation has been refused for the second time,

- Students whose dissertation or dissertation writing is irregular attendance for two times in succession or three times at intervals,

- Students whose dissertation have been considered unsuccessful by the jury,
 - Students whose revised dissertation have not been accepted by the jury,
- Students who failed to complete the program within due time, will be dismissed from the programs.

Doctoral Degree

- The main aim of the doctoral study is to furnish students with the ability to conduct independent research by themselves and the skills to study and analyze scientific events from a wide and profound perspective, and identify new steps to be taken to reach new syntheses.

The dissertation to be prepared at the end of doctoral study should meet at least one of the requirements stated below:

- introduce new aspects in the field,
- develop a new scientific method,
- apply a known method to a new field.

- Doctoral program consists of minimum eight courses having at least 24 credit values in total, seminar, competency examination, and dissertation proposal and dissertation study.

Duration

- The overall completion period of doctoral programs is eight semesters. The maximum period to complete courses four semesters.
- Students who completed the required courses work, passed the doctoral qualifying examination and whose thesis proposal has been accepted but could not complete the thesis work until the end of 8th semesters can be given 4 additional semesters to complete this work.

Dissertation Supervisor

The Department Academic Board recommends a dissertation Supervisor for each student at the beginning of the entrance to the program.

If the dissertation research requires more than one Supervisor, a second Supervisor may be appointed by Executive Committee of Graduate School.

Doctoral Competency Examination

- The objective of the competency exam is to test if the student has reached a sufficient knowledge on the subjects area. Competency exams are conducted twice a year on the dates that are specified by the Graduate School Executive Committee.
- Competency exam is obligatory by the end of the fifth semester at the latest for every student to start research work.

Competency exams are arranged and directed by a Doctoral Competency Committee of five members recommended by the Department's Academic Board and confirmed by the Graduate School Executive Committee.

Doctoral Competency exam will be conducted in two sections, verbal and written. Doctoral Competency Committee shall evaluate the recommendations of the exam committee and the score of the student in verbal and written exams must be 75/100 at least to take into account to be successful. After the evaluation, the committee will decide with the vote of qualified majority whether the student will pass or fail the exam. This decision shall be

notified to the relevant Graduate School by the Department via a written report within three days after the exam.

The student, who fails the competency exam, will be given a second chance in the next semester.

Dissertation Supervisory Committee

For the student who proved to be successful in the Competency exam, a Dissertation supervisory committee shall be formed within a month upon the recommendation of the Academic Board of relevant department and with approval of the Graduate School Executive Committee.

Dissertation Supervisory Committee is composed of three academics with the dissertation Supervisor, other two members, one is an internal of the same department and the other one must be external.

Defending of the Dissertation Proposal

A research student, will defend his/her Dissertation Proposal before the dissertation Supervisory Committee within every six months. The student will circulate a written report concerning his dissertation design to the committee members at least fifteen days before his/her verbal defend.

The supervisory committee will decide on the acceptance or rejection of the submitted dissertation proposal with the vote of the qualified majority. The relevant Graduate School will be informed by the Department, about the decision via a written report within three days after the defense.

The student, whose dissertation proposal has been rejected, has the right to ask for a new Supervisor and a new dissertation topic. In that case, a new supervisory committee may be assigned. The student who wants to continue the program with the same Supervisor will be asked to re-defend his/her dissertation within three months. The student who wishes to have a different Supervisor and a different topic has to defend within six months. Should his/her dissertation proposal be rejected again the student shall be dismissed.

The Supervisory Committee meets twice a year between the months of January-June and July-December to control the research of the student. The student will submit a written report to the committee members at least one month before the date of the meeting. In that report, the summary of studies conducted up to the current stage and the study scheme for the next stage will be included. The dissertation of the student will be evaluated as “pass” or “fail” by the committee. Student, whose dissertation is evaluated as “fail” twice in a continuous or three times at intervals, will be dismissed.

Conclusion of Doctoral Dissertation

Students studying in a doctoral program must write dissertation in accordance with the dissertation writing rules set by the institute and defend their dissertation before a the jury.

Doctoral dissertation jury is appointed upon the recommendation of relevant department's Academic Board and with approval of the Graduate School Executive Committee. The jury consists of five members, three of them are the dissertation supervisors of the student, and at least one member must be external examiner from another institute of higher education.

Jury members with their individual reports meet within one month at the latest, after the dissertation is submitted to them and give the student a dissertation exam. Exam lasts for

60-90 minutes. The dissertation exam consists of the presentation of dissertation study, followed by a question and answer session..

Upon the completion of dissertation exam, the jury comes together in a closed session and reaches a rationalized decision on the dissertation with the vote of qualified majority, the decision being “approved”, “rejected” or “revision”. This decision shall be notified to the relevant Graduate School by the Department through a written report within three days after the dissertation exam. The student, whose dissertation study has been rejected, is dismissed. Students, whose dissertation received a revision decision, have to conduct the required studies and if possible, defend their dissertation before the same jury within six months at the latest. If the dissertation is rejected again in the second trial, then the student is dismissed.

Doctoral Diploma

Doctoral (PhD) diploma is given to students, who were successful in the doctoral exam and have fulfilled all other requirements, and have submitted four bounded copies of the dissertation study to the relevant institute within one month after the dissertation exam, and whose dissertation study have been considered to be appropriate with respect to the format.

On Doctoral Diploma, the approved title of the program within the department shall be stated in writing.

Master's Degree

Master's Degree Programs

Master’s degree programs can be conducted in two forms: with thesis or without thesis. Subject areas in which these programs will be opened are determined upon the recommendation of Department, with the decision of Graduate School Executive Committee and with the approval the Senate.

Transfers between the Master’s degree programs with and without thesis **is not admissible**.

Master's Degree with Thesis Requirements

Objective and Scope

- Master Degree programs consist of four semestres, two semestres courses and two semestres dissertation preparation. The courses includes seven courses having the minimum 24 credits in total.

Duration

- The duration to complete the Master’s program with thesis study is four semesters.
- Students who start thesis studies at the beginning of the thirrh semester can complete the Master’s program with thesis within shorter period of time.
- Students who successfully completed credits courses and dissertation proposal yet have been unable to take the thesis exam by the end of fourth semester, can be given an additional period of two semesters maximum to defend their thesis before the jury.

Thesis Supervision

- In the Master’s degree programs **with thesis**, the Departmental Academic Board recommends a thesis topic for each student and a thesis Supervisor among **department academics** in the subject area to the Graduate School in a month from finishing courses successfully. And student prepares a thesis proposal by the begining of coming term under the

leading of supervisor and submit to the Graduate School. The thesis shall be started officially with the approval of the Graduate School.

Conclusion of Master's Degree Thesis

- Students studying at a Master's degree program with thesis have to write thesis in accordance with the thesis writing rules set by the Graduate School Executive Committee and then defend it before the jury.

- After student's submission his/her thesis Graduate School Executive Committee appoint a juri for examination with the recommendation of relevant Departmental Academic Board. The jury consists of 3 members, one of them is the thesis Supervisor of the student. **One of the Juri must be from** another discipline of the same or another higher education institution.

- Jury members prepare their own individual reports and come together within one month at the latest, and give the student a thesis exam. The thesis exam consists of the presentation of the thesis study, by the student, followed by a question and answer session.

- Upon the completion of exam, the jury comes together in a closed session and reaches a decision on the thesis with the vote of qualified majority, the decision being 'pass', 'refused' or 'correction'. The relevant school is informed about the decision by the administration of the department, through a written report within three days after the exam. If the research is found unsuccessful the student will be discharged. If research is received a revision decision, student will have to meet the required studies and defend their thesis before the same jury within three months at the latest. If the thesis is refused again in the second trial, the student is then discharged.

Master's Degree Diploma

- Master's degree (MS, MA, MBA) diploma is given to the students who were successful in the thesis exam and have fulfilled the other requirements, and have submitted five bound copies of the master's thesis to the relevant institute within a month after the dissertation exam, and whose dissertation study has been considered to be appropriate with respect to the format.

- Approved title of the program and the professional title On Master's Degree Diploma is stated in writing.

Master's Degree Without Thesis

Master Degree programs without thesis consists of minimum three and maximum six semestres courses. The courses includes twelve courses having the minimum 36 credits in total.

Post-Graduate Studies For Foreign Students

- Foreign students and Turkish nationals residing in foreign countries will also be subjected to the same admission terms. Foreign students are required to have a level of Turkish that is sufficient to follow the graduate program. Language proficiency level is determined through the exams conducted by TOMER. The students who enroll within the framework of bilateral agreements, to which Erciyes University is a signatory, are excluded from the entrance exams except for the language proficiency exam.

The following special regulations and information are applicable to foreign students:

Applicants should have an adequate knowledge of written and spoken Turkish of a standard to comprehend the teaching of a University Course. The Turkish Proficiency Testing is given by TÖMER.

There must be places announced for intended programme.

Applicants must submit:

A copy of their BA diploma

An official copy of their transcript. (An official document obtained from YÖK (Higher Education Council of Turkey) indicating the equivalency of their former university degree to Turkish universities).

An application form to be obtained from the institute.

Central Examination for Graduate Education (LES) score (There is no limitation for foreign students. The scores of foreign students are evaluated among them)

A foreign language certificate (for PhD only)

TOEFL=144

IELTS=5,5

KPDS or ÜDS=50

1 photo.

In addition to the above:

The applications made to the institutes are also evaluated by the head of specific departments.

The departments reserve the right to demand an interview for the evaluation of the applicants.

Application dates:

Social Sciences : June - July 2003 & January 2003

Fees:

The annual composite fee for foreign students is different from that of the Turkish Students.

Students who are supported by any institute of Turkish State does not pay any fee.

Students who try to have education by their own sources pay three times of Turkish citizens. This is $99 \times 3 = 297$ million TRL=approximately 220 US \$ per year (for 2003-2004 term).

All required materials must be send to:

Erciyes Üniversitesi

Sosyal Bilimler Enstitüsü

38039/Kayseri, TURKIYE

Phone: 0352-4375274

Fax:0352-4370782