



**European University Association
Institutional Evaluation Program**



HACETTEPE UNIVERSITY
SELF EVALUATION REPORT

**Ankara, Turkey
November 2, 2006**

TABLE OF CONTENTS

LIST OF ABBREVIATIONS	3
Introduction.....	1
Institutional Context	1
I. Norms and Values: What is HU trying to do?	3
I.A. HU’s Vision, Mission, Institutional Values and Goals	3
I.A.1. Management.....	4
I.A.2. Academic Activities	6
I.A.3. Academically Related Activities	7
I.A.4. Funding	7
I.A.5. Any Other Institutional Goals	7
I.B. HU’s Operational Context	8
I.B.1. Management	8
I.B.2. Academic Activities	10
I.B.3. Academically Related Activities	10
I.B.4. Funding	11
I.B.5. Institutional Autonomy.....	11
I.B.6. Regional and National Labour-Market Conditions.....	12
I.B.7. Infrastructure	13
I.B.8. Student/staff Ratio	14
II. Organisational Structure and Activities: How is the HU trying to do itS ACTIVITIES OUTLINED BY ITS GOALS?	15
II.A. Management.....	15
II.B. Academic Activities	17
II.C. Academically Related Activities	17
II.D. Funding	18
III. Quality Practices: How does HU know it works?	18
III.A. Responsible Bodies for Internal Quality	Hata! Yer işareti tanımlanmamış.
III.B. Explicit Quality Standards	Hata! Yer işareti tanımlanmamış.
III.C. Financial Resources for Supporting Internal Quality Works.....	21
III.D. Current and Planned Quality Processes	22
III.F. Current and Planned Data Collection	23
III.G. Reflection of Quality Works on Academic and Administrative Processes	23
IV. Strategic Management and Capacity for Change	23
IV.A. Responsiveness to External Demands, Threats and Opportunities	24
IV.B. Involvement of External Stakeholders in HU’s Strategic Management.....	24
IV.C. Expected Changes in HU’s Aims.....	25
IV.D. Matching Current and Future Missions, Goals and Activities	25
IV.E. The Role of Quality Works on Future Developments	25
VI. FINAL EVALUATION.....	25
APPENDIX I. SELF-EVALUATION COMMISSION MEMBERS AND PERSONS COLLABORATED DURING THE SELF-EVALUATION REPORT WRITING WORKS	27
APPENDIX II. LIST OF STAFF PARTICIPATED IN BARTIN – INKUMU MEETINGS.....	28
APPENDIX III. NUMBERS OF STUDENTS ACROSS FACULTIES, SCHOOLS AND INSTITUTES	29
APPENDIX IV. DETAILS OF HU BUDGET ACROSS YEARS 2002-2006 (EURO).....	30
APPENDIX V. HU EDUCATION AND EXAMINATION REGULATIONS FOR GRADUATE AND UNDERGRADUATE PROGRAMS	31
APPENDIX VI. HU’S STAKEHOLDER ANALYSIS	61
APPENDIX VII. HIGHER EDUCATION ACT OF 2547	62

LIST OF ABBREVIATIONS

CHE: Council of Higher Education

EU: European Union

EUA: European University Association

HU: Hacettepe University

HUADEKK: HU Academic Evaluation and Quality Development Board

HUKK: HU Quality Coordination Office

IEP: Institutional Evaluation Programme

SPO: State Planning Organization

SWOT: Strengths-Weaknesses-Opportunities-Threats

TQM: Total Quality Management

TUBITAK: The Scientific and Technological Research Council of Turkey

INTRODUCTION

Hacettepe University (HU) has applied Institutional Evaluation Program (IEP) of European University Association (EUA) in 2006. In accordance with the principles of program stated in the Guideline provided by EUA, an evaluation team has been formed, namely Self-Evaluation Commission. Total number of Commission members is eleven (Appendix I), each of whom represents different major constituencies of the University and most of them have actively been involved in strategic planning process. Nevertheless, the report covers a more participative process in itself since it is built upon HU's strategic plan. During the preparation of strategic plan, all academic and administrative units have extensively participated in the strategic planning process. Therefore, reflection of its results on the self-evaluation report is inclusive from this aspect.

During its work, the Commission collaborated with persons from different units of the University. The Commission also had efforts to communicate all university units on the IEP issues as much as possible. Specific examples were Bartın-Inkumu Meeting with High Level Management Team of the University in September 11-15, 2006 (Appendix II) and meeting with 200 quality representatives of academic and administrative units in October 13, 2006. In IEP process, special effort has been given for informing all university members about the Bologna Process, the role of EUA and IEP programme. Meetings were held with staff at the faculties, institutes, schools and administrative units. During self-evaluation report writing process, there were many discussion sessions among the Commission members. Some of them were quite heated sessions that disputes among members created certain degree of tension. Nevertheless, disputes were resolved with consensus through compromising role of the Chairperson. Rector also participated in some of the meetings, but the last revision was done by his presence.

INSTITUTIONAL CONTEXT

HU is one of the oldest Universities in Turkey. It is among the five universities that were established at the first stage in Turkey. The Chair of Child Health, which is considered the initiative establishment of Hacettepe's Faculty of Medicine, was founded in February 2, 1954 as a part of Ankara University, Faculty of Medicine.

HU began to operate as Child Health Institute and Hospital at a region called Hacettepe at Ankara, in 1957, and started education, research and public service in 1958. In 1961, Nursing, Medical Technology, Physical Therapy and Rehabilitation units were established. In 1962, the School of Health Sciences providing education in the fields of Nutrition and Dietetics was founded. Furthermore, in 1963, Hacettepe School of Health Sciences was transformed into the Faculty of Medicine and Health Sciences, and thus, the schools of Basic Sciences, Nursing, Physical Therapy and Rehabilitation, Medical Technology and Health Sciences were reorganized within this faculty. In addition to these, the School of Dentistry was inaugurated as a branch of the same faculty.

In order to coordinate the educational institutions of HU, Hacettepe Science Center was formed in 1965, and Hacettepe Medical Center was founded in 1966. Within the same year, Hacettepe Medical Center Hospital was opened as well. These nuclear institutions

later chartered as HU by Act No. 892 of the Turkish Parliament on July 8, 1967. Education at HU began with the faculties of Medicine, Health Sciences, Science, and Social Sciences. In 1968, School of Home Economics was founded. The schools of Pharmacy and Dentistry, established in 1963, later become faculties in 1971. HU, which has expanded further in the course of time with the foundation of new departments and faculties, established its second campus on an area of 1500 hectares in Beytepe, from a 20-km-distance from the central campus.

HU developed very quickly during the years of 1967 to 1980, and main reason was two advantages given by the law. One and the probably the most important one is freedom of ease to spend money. According to the law at these years HU was the only university in Turkey who had the right to be audited by the commission of the parliament instead of bureaucratic offices. The second cause was the election of the rector by senate itself, which seems to be very important in a university at the start up years.

Within the scope of the Higher Education Institutions Organization Act No. 2809 of the year 1982, HU continues its activities with 11 Faculties, 13 Institutes, 14 Vocational Schools, 1 Conservatory, 35 Research and Practice Centers, **1 Research Laboratory (?)**. Numbers of students across the levels are as follow (See Appendix III for details across faculties, schools and institutes):

	2002	2003	2004	2005	2006
Undergraduate (2 Years Vocational Schools)	3.531	3.995	3.486	3.010	2.973
Undergraduate (4 Years Schools)	3.306	3.032	2.632	2.466	2.368
Undergraduate (4/5/6 Years Faculties)	19.094	19.698	19.442	20.121	20.713
Graduate (Master)	2.462	2.584	2.730	2.379	2.650
Graduate (Ph.D.)	1.407	1.456	1.536	1.485	1.541
Total	29.800	30.765	29.829	29.461	30.245

HU has its funding from different financial sources. Approximately 45 % of the source is the funding allocated from annual state budget. However, HU creates almost 55 % of its overall funding through its own financial sources. The other sources are revolving fund based mainly on services provided, mainly health service, and contract research, and other research grants and donations. Third budget is composed of the income from student tuitions. This budget is a limited one and composes about 3.3 % of the total income. The distribution of its funding with fiscal years 2002-2006 is as follows (See Appendix IV for details of the budget across years):

Fiscal Year	Total Budget (Euro)
2002	205.277.041
2003	224.438.656
2004	250.702.696
2005	269.166.450
2006	341.675.053

I. NORMS AND VALUES: WHAT IS HU TRYING TO DO?

HU had its vision; its mission, the reason for existence; and its institutional norms and values from the beginning of its foundation. However, HU has defined all these in a written form with its strategic planning process. In its strategic planning process, HU aims at having a shared mission and vision through attaining contributions of all members and stakeholders. HU continuously develops its strategic plan by spreading out participation through the institution. So the vision and mission of the university is changing among the members depending on this process.

I.A. HU's Vision, Mission, Institutional Values and Goals

HU has been involved in activities to create a quality culture at the end of 1990s, independent of any progressive programs at international sphere. This, off course, does not mean that HU is away from global developments. On the contrary, HU has institutionally felt that there needs a change to be able to follow international developments.

At the beginning of the process, namely at 2000, aiming at creating an institutional quality culture, HU management has considered physical improvements as first step to change something, and focused on physical improvements in the campus. Nevertheless, HU management realized that the problems with the University were not only with the physical improvements, and decided to change its management philosophy to total quality management (TQM). This approach has provided acceleration for quality works in the University. Current level of these works has shown that the University is in good position for creating an institutional quality culture. This has been supported by a recent evaluation by top level university administrators with over 70 percent¹.

TQM application started at the HU hospitals, and extended to the university after the positive evaluation of the process.

HU has started to plan its activities in a strategic way as requirement of relevant provisions of the Financial Management and Control Act (No: 5018) in 2004. In the application of its provisions, HU has been selected as one of pilot public institutions within its category (i.e. higher education). By that date on, HU prepared two strategic plans. The first is a draft one which was submitted to the State Planning Organization (SPO) for review. With the commitment of the Ministry of Finance HU has prepared itself for performance budgeting system that is projected in the Act No. 5018. The second plan which includes a full SWOT (strength-weaknesses-opportunities and threats) analysis has been produced in a more participative process. It is a product of more reflective sight of the University. HU adopt a dynamic process to constitute its solid vision and mission that would be fully shared. According to its current strategic plan document, HU's mission and vision statements are as follows:

¹ A questionnaire was applied to top management team of the university about the level of quality works in the university, and the result shows that the mean value is over 70 percent.

HU has mission to train highly qualified individuals for the future of the country, and to supply its research, education and service outcomes for benefit of the mankind through its scientific and aesthetic accumulation of knowledge under the light of universal values.

HU has vision to be a leading university with its education and research services, and art creation, of which all members are proud of being a member at national and international level, contributing to the country's efforts toward being contemporarily outstanding one.

HU has its institutional values indispensable of its strategic planning process. These values are critical to its vision and activities. Institutional values of HU are as follows:

Openness: All activities are realized in an uncovered manner that all stakeholders could follow. All authorities in the university have responsibility of being accountable for their decisions and actions.

Equity: University management never discriminate its employees, treat them on merit basis and respect on labor.

Cooperativeness, Solidarity and Sharing: University staff act on cooperative basis, rely on solidarity and share their knowledge and experience.

Innovativeness and Creativeness: University staff has right to express their innovative and creative opinions freely, and they take risk.

Being Participative: University staff participates to management processes in every hierarchical level by preserving their individual attributes.

Seeking for Excellence: University staff seeks for excellence through improvement and development of its academic and administrative processes continuously.

Being Sensitive to Environment: University employees are sensitive to environmental issues. They incline to protect and develop natural environment.

Trust in Future: University employees trust in the university future success.

Respect on Public Benefit: HU respects on public benefits in its activities.

I.A.1. Management

The balance that HU is aiming at achieving in terms of its local, regional, national, and international positioning is summarized below.

HU, as one of the oldest universities in Turkey, has a special geographical positioning in the middle of the Anatolia, in capital city of Ankara. It is the third established university in Ankara after Ankara University and Middle East Technical University. Today, there are four state universities, two military academies in status of university, one police

academy in status of university, and six private² universities in Ankara. This is the local profile of higher education in Ankara.

Turkey has regions only in geographical sense, not in political or administrative sense. Middle Anatolia is one of seven regions. In this region, there are 13 provinces. In these provinces, there are total of 25 universities. At the national level, Turkey has 93 universities, of which 66 are state, 25 private and 2 high technology institutes. There are 2.181.217 undergraduate students in higher education. 547.027 of these are enrolled in open learning programs.

In this context, HU aims at achieving a respectful position at local, regional, national and international levels. HU has already been serving as an education and training institution for educated labor needs of the local and regional area through with its vocational schools and schools. Each faculty has its own objectives in this respect. HU has also been serving as an agent to provide scientists through its institutes for other higher education institutions placed in local, regional, national and international geographical area (i.e. Eurasia, Middle East, Caucasia, and Balkans). HU also serves public with its medical and other services (i.e. research projects and industrial consultancy) at local, regional, national and international level.

In a final analysis, HU aims at being a leading university at the national level whereas it aims at adapting its quality assurance policies for being ready to European Higher Education Area expected to be created by 2010, and being a respectful and accredited member of a more inclusive international higher education community.

Throughout its policies and aims regarding international relations at European and international levels, HU has a three level policy of quality assurance in higher education.

The first level of policy is to provide quality assurance at national level through standardizing its procedures in a harmonious manner with national higher education system.

Second level of policy is to provide quality assurance at European level through actively participating ongoing processes for higher education in Europe (e.g. Bologna Process). HU specifically aims at being a part of European Higher Education Area. On this respect, it has actively been participating student and faculty staff exchange programs in Europe.

Third level of policy is to increase its potential to collaborate with international higher education institutions in all over the world at education and research dimensions. Different academic units have their own efforts to be accredited with respectful communities in the world³. Throughout its all level policies, HU aims to be a

² Originally, there is no private university in Turkey in terms of profit-making. They are all foundation universities that must not have any profit-making objective.

³ For example, Faculty of Engineering applied to ABET to be accredited and HU Hospitals applied to JCI (Joint Commission International). Departments of Neurosurgery, Urology, Physical Therapy and Rehabilitation, Gynecology and Obstetrics, General Surgery, Nuclear Medicine have already been accredited by international organizations.

decentralized institution. Thus, HU has been aiming that all academic units of the university should have their own autonomy and carry out their own responsibilities.

I.A.2. Academic Activities

HU basically aims to be, as it is now, a comprehensive research institution achieving success in teaching and public services. HU consider this policy as an indispensable condition of its existence as well as other services such as cultural, art education of the public, research support to industry and all services to public such as medical.

HU has given priority to undergraduate and graduate education programs. HU, as being loyal to its TQM philosophy, consider all teaching and research areas equally important. However, because of the composition of the university, emphasis has been given to certain research areas like nano-technologies, bio-technology, clean and renewable energy.

In relation to HU's policies and preferences to didactic approaches the University does not have a certain didactic preference. However, HU, as being aware of the importance of developing students' capacities to balance theoretical and practical dimensions of the education, has a policy encouraging the use of variety of contemporary student-centered teaching and learning methods emphasized in its strategic plan. Thus, faculties, departments or teaching staff are free to choose any approaches appropriate depending on the subject area and its requirements. HU tries to support the generic competencies of the students.

HU has always aimed at having students and staffs equipped with one foreign language at least. Although HU does not have a unique policy in terms of foreign language, every graduate is expected to learn minimum one of five foreign languages (English, German, French, Italian, Spanish) to some extent. The last one added to this list is the Chinese. At HU most of the programs are totally in Turkish and some are totally in English (e.g. Faculty of Medicine, Department of Business Administration, Department of Economics, and Department of Electronic Engineering). Some of its academic units at the undergraduate level have their teaching programs in English and German languages. HU had also an alternative model of 30 percent foreign language teaching⁴ that this tendency is recently given up. HU has more specific language requirements for graduate students. Although education language in graduate programs is Turkish, they are allowed to teach some of their curricula in a foreign language with the recommendation of the board of the institute, and the decision of the Senate. Nevertheless, graduate programs actually ask for certain level of foreign language knowledge as an entrance requirement. There is also conditional foreign language requirement for Ph.D. programs (See Appendix V). There are also Turkish courses for foreign students. It is a language requirement for these students to know and/or learn Turkish.

⁴ 30 percent foreign language teaching model allows an academic unit to teach 30 percent of its curricula in a foreign language.

CHE has some language requirements for academic staff. HU has some additional foreign language requirements for academics in all levels (i.e. from research assistantship to professorship). These requirements are mandatory at the hiring phase and contractual extension periods and at promotions as well. They are assured with regulatory senate decisions.

I.A.3. Academically Related Activities

HU has accepted many national and local government institutions and public as its stakeholders as well as many civil organizations (Appendix VI). In this respect, HU has strategically been in a more competitive position among other higher education institutions, especially in the Middle Anatolia Region. This position of the University is stemming from its health services provided to public and as a reference center for health program development by government especially in endemic and epidemic infectious crises. For example, HU has acted as the main consultant agent for the Ministry of Health regarding to possible risks of avian flue endemics, organization of the health security system of whole country. Its health services are quite well-known aspect of the University among public. HU also contributes to industrial and commercial activities of the city of Ankara, and Middle Anatolia Region through its training and consultancy services provided by its various centers like HU Continuous Education Center, and Small and Medium Industry Development Organization. HU has also organized many conferences, seminars and panels for giving opportunity to public debates and students on different social, economical and political subjects. Moreover, HU contributes to cultural life of the city of Ankara with concerts and art exhibitions. To have better relations with stakeholders, HU has accepted enhancing its relations with all stakeholders and of improving the public relations activities as one of its strategic goals.

I.A.4. Funding

HU aims at creating appropriate management systems which will enable the university activities to be productive and effective; increasing the provision of the financial resources by itself and facilitating their autonomous utilization as its fourth strategic goal. By this goal, HU aims at having financial autonomy that will enhance its education and research capacities. However, HU does not interpret financial autonomy as free use of financial resources provided by public budget without any control on them. On contrary, HU accepted the principle of accountability as an indispensable basis for its activities. What HU seeks for in its institutional relations to funding agencies is autonomous use of financial resources on mutual trust basis. HU also considers that the university should have the autonomy to prepare its budget according to its strategic plan which is a requirement of the Act of 5018.

I.A.5. Any Other Institutional Goals

Since HU had established nine universities within Turkey in the previous years, it has become as a tradition of the university to transfer its academic and administrative experiences to other public and private universities established later. HU also provides

scientific advisory services for the structuralization of new universities in neighborhood foreign countries. Therefore, HU has institutional goals to train scientists for other foreign countries, and to educate forthcoming faculty members of the newly developed universities within Turkey. One of specific programs in this respect that HU participated in is New Faculty Member Raising Program in health sciences, sciences and social sciences. This program aims at raising highly qualified graduates with Ph.D. degrees.

I.B. HU's Operational Context

When considering the operational context of HU in terms of internal and external constraints and opportunities, it is possible to observe the conditions in which HU tries to realize its vision, mission, goals and objectives. Since HU is a part of wider higher education system, HU would naturally work compatible with that system which puts certain constraints in front of autonomous operation of HU. However, HU could also have some opportunities in that context. In terms of HU's solid vision and mission, there are seemingly no constraints that would stop HU to realize them. HU's values and norms do also not constitute controversial situation with the existing institutional context. Following part is analyzing the operational context of HU in terms of its vision, mission and goals in relation to its institutional context.

I.B.1. Management

Overall administrative structure of Turkey is designated by its constitution. It is a centralized structure. There is no local or regional authority regarding education issues independent of central authority. Nevertheless, there is a dual central structure in education. Although the Ministry of National Education has organizational units regarding higher education⁵, it is mainly responsible for pre-school education, primary/elementary school education, secondary school education. Central authority over higher education institutions is the Council of Higher Education (CHE) which is an autonomous constitutional body. Limits of its authority have been defined by Higher Education Act of 2547 (See Appendix VII). Thus, national framework for higher education has been outlined by the Act of 2547. Whole structure and domain of a higher education institution is also defined by the same Act of 2547. For example, the management chairs of the university have been designed by the Higher Education Act of 2547. As a more specific example, appointment of rector of a university is based on a standard process. Candidates among professors nominate themselves and faculty members in the universities make an election. Among first six nominees the CHE selects three of them and send their names to the President of the Republic. President appoints one of them as rector. There is no guarantee for the nominee having the majority of the votes to be appointed as rector. However, higher education institutions are autonomous in many ways in the detailed applications of that framework. For example, deans, department heads, chair heads are appointed through a kind of election process (For details see Appendix VII).

⁵ Ministry of National Education has two units regarding higher education, namely, General Directorate of Higher Education and General Directorate of Education in Abroad. Nevertheless, these units mostly focus on student affairs rather than being an authority over higher education institutions.

In respect to balance that HU is aiming to achieve in terms of its local, regional, national, and international positioning, HU is in a respectful position at local, regional and national levels. Central structure of higher education in Turkey has restrictive impact on its capacity development over expectation from national higher education system. Financial constraints are more important obstacles for achieving its strategic goals and objectives. Future developments in relation to higher education in Europe and other international communities may create potential to overcome financial constraints by triggering quality assurance works at the national level.

International positioning of HU depends on many factors other than national institutional context. HU can only test its respectfulness in the international sphere according to its position in top universities lists which are respected internationally. In 2005, HU has been among top 500 universities in the world according to Shanghai Jiao Tong University Ranking which is one of the most respectful ranking institutions. HU is at the first position in ranking of the national higher education institutions with respect to its publications existing in the international indexes (e.g. SCI, SSCI, AHCI). International positioning may be effected by national conjuncture. However, this effect would be limited with respect to HU's aims at European dimension, since Turkey is in Bologna Process to be a part of European Higher Education Area which is triggered by Turkey's candidate status to join in European Union (EU).

HU has constraints to follow its three level policy of quality assurance in higher education. Constraints for first level of policy to provide quality assurance at national level are especially related to financial limitations mentioned before. However, HU has limited constraints for second level of policy. National structure of higher education seems quite harmonious with the three-level education structure which is considered for European Higher Education Area. HU has observed opportunities on its third level policies (i.e. collaboration with international higher education communities). There are many contacts of academic units at international level. Some of these contacts are at collaboration level. Therefore, HU feels itself advantageous for its third level policy of increasing its potential to collaborate with international higher education institutions in all over the world at education and research dimensions.

In terms of being centralized or decentralized, legal institutional context draws out the operational context. Although HU aims to be decentralized in its academic and administrative activities, HU has no option to choose being centralized or decentralized at the moment due to legal restrictions. As stated before, all structure and decision making processes in a higher education institution are quite centralized. However, HU has a strong tradition of delegation of authority to the departments, and by this way, HU tries smoothly to bypass centralized decision making processes as much as possible. HU also tries to provide its services within given outline in a way that they are easily accessed, continuously provided, and meet all expectation quantitatively and qualitatively, complying with individual rights, followed and improved continuously. This has been stated as its 7th strategic goal in its Strategic Plan.

I.B.2. Academic Activities

In terms of balancing its aims regarding teaching, research and other services, HU has some constraints that are mainly related to financial autonomy. Although HU produces income (i.e, more than 50 percent of its overall funding), HU has no opportunity to use this self-generated portion of its budget independently. However, HU has succeeded to maintain its balance that it aims to achieve among its teaching, research and other services.

HU has limitations in giving priority to some research projects like nano-technologies, bio-technology, clean and renewable energy due to financial restrictions.

Although it has a policy encouraging the use of variety of contemporary student-centered teaching and learning approaches, it does not monitor what is going on in the classes or get feedback from the students within this respect. This can be considered as a constraint of the application of this policy. The University is sensitive to develop the competencies of teaching staff and provides opportunities in this sense. It is trying to strengthen competences of the teaching staff about the contemporary teaching and learning approaches through the short-term in-service training programs carried out by the Faculty of Education. The strategic plan of the University requires the training of all teaching staff within this respect. This is the decision of the senate. In the Faculty of Medicine, this sort of programs has a longer history and it is a requirement to attend such a training program to become a faculty member. Anyone who wants to become a faculty member is required to have a computer literacy certificate which allows the staff to use information technology effectively in teaching activities. These courses for this purpose are provided free of charge by Continuous Education Center. All of these can be considered as opportunities.

In terms of language requirements for students and staff, HU has no constraints at all. On contrary, HU may have opportunities to change its foreign language requirement policy to adapt itself more quickly to the expected results of Bologna Process. HU is ready with its academic staff to a great extent to be involved in any international formation which puts foreign language as a requirement.

I.B.3. Academically Related Activities

HU feels no constraint for its relations to stakeholders. There is almost no legal limitation from this aspect. Only constraint comes from its own operational context. HU had preferred one way communication with its stakeholders until recent times. However, HU adopt a new policy as requirement of its strategic goal to develop relations with stakeholders. It is an interactive policy that is based on two-way communication. HU considers its positive image, which is also one of its strengths, in public as an opportunity to start up a new public relation policy. In this respect, HU has afforded to get support of all stakeholders in the way of its progressive process.

I.B.4. Funding

As stated before, HU aims at having financial autonomy to prepare and to spend the budget allocated and self-generated according to its preferences and priorities. However, HU has to act with requirements of legal regulations. Unfortunately, current budgetary system does not provide enough autonomy to higher education institutions to prepare and to spend their own budget according to their own preferences and priorities totally. By the Act of 5018, decentralized budgetary system on performance based strategic planning is adopted. However, this does not mean that decentralized budgetary system provides more autonomy.

I.B.5. Institutional Autonomy

HU's institutional autonomy must be considered within general higher education system of Turkey which is outlined by the Act of 2547 in terms of academic activities whereas there are different laws and regulations for administrative practices.

For selection, appointment, promotion and dismissal of academic staff (teaching and/or research), there are different rules for each academic position which are outlined in the Act of 2547. However, the Act of 2547 provides certain degree of autonomy to higher education institutions in these processes. Thus, HU has established its own procedures complying with general legal context of the Act of 2547. These are known as HU criteria for selection, appointment, evaluation and promotion and dismissal of academic staff. For dismissal, two levels considered as having tenure rights assured by the Act of 2547, namely associate professorship and professorship are exempt from HU criteria.

For selection of students, there is a central entrance system for whole Turkey which is established by law. HU has no rights to select its undergraduate students except few units (i.e. Faculty of Fine Arts, School of Sport Sciences and Technology). Student selection for undergraduate degrees is made by Student Selection and Placement Center (SSPC). HU has certain degree of authority to choose graduate students except medicine. For the area of medicine, there is another centralized examination for whole country called the Residency Examination for Medical Doctors. For other academic areas, there is a centralized examination which is not only determinant of acceptance to graduate programs, namely the Entrance Examination for Graduate Studies. The weight of this examination is 50 percent. Cumulative Graduate Records of the student is also weighted as 20 percent. Thus, each academic unit has its own right to evaluate students with 30 percent. Then, academic units ranks evaluation results and accepted students to their graduate programs according to their declared capacity. For those who applied for research assistantship, lastly a new rule has been enacted by the parliament. According to this rule, each department has the right to choose the successors among the successors of the central examination. It is interesting to state that HU was applying this rule as decision of the university senate prior to this law.

For teaching and learning (creating and closing down faculties, types of degrees offered, study programs, specialties within a study program, course units, didactic approaches),

higher education institutions could be considered as almost totally autonomous. All processes regarding these are related to internal operations. The only constraint is the approval of the CHE at the end of each process⁶. This is not a constraint at all because the CHE tends to approve almost each decision made by universities in this respect except some that are threatening the harmonious structure of higher education.

Regarding research in terms of creating and closing down research laboratories, individual and team projects, HU are totally autonomous. There is no authority over HU to dictate certain decisions on these issues.

One of the issues relating to HU's autonomy is the development of entrepreneurial activities (spin-off companies, science parks, incubators). HU has its hospitals as its spin-off companies as revenue producing agents. Although HU also has few appliance pharmacies, the doping control center and the parenteral liquid factory as spin-off companies, their revenues are not considerable at the total budget. HU has established a techno-park in which 33 technology companies are incubated at the present⁷. HU has revenues of revolving fund in a great extend from its hospitals. The revolving fund constitutes more than 50 percent of HU's budget income. It is impossible for any higher education institutions to have revenue through selling its services and products without revolving fund.

In regard to the institutional allocation of government funds, ability to raise its own funds, asset management, HU has partial autonomy. The system works as such that HU prepares its own budget according to its objectives in the strategic plan according to the Act of 5018 and debates it with legislative commissions. Then, the HU's budget becomes a part of budget act of that specific year. HU has right to transfer from each item in the budget only 20 percent to another item within the same budget category at this year. HU has enormous ability to raise its own funds through its revolving fund. However, HU has limited opportunity to spend its revenues according to its own initiative. The same is true for its asset management. HU has utilized its assets with maximum efficiency to extend the legal regulations permit.

I.B.6. Regional and National Labour-Market Conditions

Turkey's population is 72.645.000. Population of Middle Anatolia Region is about 12 million. Total labor force in Turkey is 25.508.000 of which about 4 million is in the Middle Anatolia Region. Unemployment rate is 9.5 % in Turkey. The same rate is valid for Middle Anatolia Region. Unemployment rate for labor with higher education is over the unemployment rate in Turkey. It is 13.6 percent. This may be due to excess of labor with higher education in certain areas like agricultural engineering. CHE may utilize labor market data in determining quotas for each area in the higher education. Final

⁶ Only exception of is that universities and other higher education institutions are not authorized to establish a new faculty. A new faculty can only be established by legislation. However, higher education institution could have opportunity to manipulate the legislative body on this respect.

⁷ Techno-parks within universities have been regulated by law. Companies within these techno-parks are not companies of higher education institutions. They are actually high-tech companies incubated within these techno-parks to be developed. They have certain advantages in respect to taxation.

authority in determining quotas is CHE. Therefore, higher education institutions can only evaluate regional and national labor market conditions to make their recommendations to CHE.

I.B.7. Infrastructure

HU has been located mainly in two campuses: the Sıhhiye and the Beytepe. Sıhhiye Campus was established in the Hacettepe region of in Ankara. The surface area covers 209 acres, and the constructed area, 352.181 square meters. There are 3 faculties (Dentistry, Pharmacy, and Medicine), 6 institutes (Child Health, Public Health, Neurological Sciences and Psychiatry, Population Studies, Oncology, and Health Sciences) and 5 schools (Home Economics, Physical Therapy and Rehabilitation, Nursing, Health Services, and Health Technology). Apart from these, the Department of Health Administration of the Faculty of Economics and Administrative Sciences is also in the Sıhhiye Campus. Furthermore, there are the 1150-bed-Adult Hospital, the 350-bed-İhsan Doğramacı Children’s Hospital and the Oncology Hospital. Moreover, here, the 2176-bed-student dormitories and the 841-bed-student guesthouses can be found. Besides, there is a library, a covered gym, cafeterias, and open/covered parking lots in this campus.

Beytepe is the other major campus of HU, is located on Ankara-Eskişehir highway; in Beytepe, about 20 kilometers away from the Central Campus. The surface area covers 5.877 acres, whereas the constructed area lies on 190.325 square meters. There are 6 faculties (Letters, Education, Science, Fine Arts, Economics & Administrative Sciences, Engineering), 7 institutes (Atatürk Institute for Modern Turkish History, Informatics, Science and Engineering, Social Sciences, Nuclear Sciences, Fine Arts, Turkology Studies) and 4 Schools (School of Vocational Technology, Foreign Languages, Sport Sciences & Technology, and Hacettepe Vocational School). Beytepe Campus also contains a 2,478-bed-student-dormitory, a 600-bed-student guesthouse, 90-pupil-kindergarden (0-6 years). In addition to these, a library, several cafeterias, a covered gym and open sports facilities including an Olympic stadium exist. Also open amphitheater and a culture and congress center are constructed. Apart from these two campuses, there are five more places where a number of units of HU are located. Whole area that HU uses is summarized in the following table.

Name of Campus	Area of Real Property According to Ownership Status (m ²)			TOTAL (m ²)
	University	Treasury	Other	
	HACETTEPE	209.071		
BEYTEPE	5.877.528			5.877.528
İNKUMU	32.170			32.170
ELMADAĞ	51.288			51.288
KONSERVATUVAR		24.850		24.850
KEÇİÖREN		11.175		11.175
SOCIAL SCI.VOCATIONAL SCH.		5.100		5.100
POLATLI			466.071	466.071
ANTALYA			100.000	100.000
TOTAL	6.170.057	41.125	566.071	6.777.253

HU has been utilizing these areas with its 30.244 students and 7.737 academic and administrative staff. Many of the buildings are old aged and need some renovation whereas there are some newly constructed buildings. Renovation works has been carried out continuously. When considering its size in terms of population and area, HU is bigger than many towns in Turkey. Therefore, construction and renovation works in HU campuses should be accepted like routine works of any town municipality. For example, 86 % of the hospital has been renovated since 2000.

I.B.8. Student/staff Ratio

HU has following student/staff ratios for 2006. Academic staff includes professors, associate professors, assistant professors, and instructors that are responsible for giving lectures.

Academic Units	Lowest Ratio	Highest Ratio	Mean Ratio
Faculties	3.9	37.5	15.1
Institutes(*)			
Vocational Schools	6.5	33.3	20.5
Schools	5.8	57.5	7.1

(*) The most of institutes do not have their own academic staff at all. Some of them have only very limited number of academic staff. Institutes are actually responsible of administering the graduate programs. They are accepted as inter-disciplinary research and graduate education programs. They do not offer independent curricula. Therefore, their student/staff ratios can not be considered as valid figure.

High amount of range between the lowest and the highest student/staff ratios indicates that standard deviation is high. In the case above, this can be explained characteristics and requirements of academic teaching units. For example, medicine as an applied science requires more intensified practice which necessitates more close study with academic staff. Therefore, the lowest ratio 3.9 is quite normal for medicine.

II. ORGANISATIONAL STRUCTURE AND ACTIVITIES: HOW IS THE HU TRYING TO DO ITS ACTIVITIES OUTLINED BY ITS GOALS?

HU manages its activities regarding to its teaching, research, and services to society according to its mission and goals as much as possible. HU also gets benefit of certain opportunities in this respect. However, HU is quite aware of the fact that it is behind to realize its all strategic goals with full capacity that is limited by its weaknesses. HU tries to reduce its weaknesses on the one hand, and to overcome the problems that it faces by getting advantage of its strengths. HU has specified its strengths and weaknesses in its strategic plan as follow.

Strengths	Weaknesses
1. Strong institutional leadership for change.	1. Inefficiencies in management information system
2. Strategic management approach	2. Inefficiencies in communication and coordination
3. Highly qualified academic staff	3. Low ratio of graduate/undergraduate students
4. Having best academic units mostly	4. Lack of motivation of academic staff that creates tendency to switch their full-time status to the part-time.
5. Wide range of education programs	5. Inbreeding
6. High quality publications	6. Weak adviser-student relations
7. Respectful status in health sector	7. Lack of joint-use laboratories and inefficient use of the current present facilities
8. Support provided for research projects	8. Lack of qualified personnel in IT department
9. Capacity to create resources	9. Low-capacity use of IT
10. Library services	10. Lack of central database applications
11. Techno-park	11. Weak university-industry relations
12. Positive image in public opinion	12. Low external project revenues
13. International collaborations	13. Weak contact with the graduates
14. Good relations with public organizations	14. Lack of career counseling
15. Geographical location	15. Low number of international students
16. Public trust of Hacettepe	16. Legal difficulties in the employment of foreign academic staff.
	17. Low number of post-doctoral assistant researchers and of technical personnel
	18. Insufficient in-service training
	19. Low number of administrative staff equipped with a foreign language

II.A. Management

Regarding the balance HU's aims at achieving in terms of its local, regional, national and international positioning, it is HU's strength to have a strong institutional leadership having the sense of quality assurance that is necessary for institutional change. Its academic and administrative staff has potential to carry on change toward being a respectful higher education institution at the international level. HU is well-aware of the fact that it will be difficult to maintain its respectful status at these levels in the long-run without eliminating its weaknesses. HU's top level management provides full support to its strategic planning activities that are strong tools in enhancing its strengths. Administrators of all academic and administrative units also provide their support to this

process. HU's aims at the European level are realized to some extent. For example, updates of academic curriculums for compliance with ECTS/DS studies, student and teaching staff mobility, participation in certain projects, joint degrees program are among progressed areas. At the international level, HU has bi-lateral agreements with universities abroad, and some units are accredited and some are in process of accreditation.

Regarding to coordination among academic units, legal context outlines the process of coordination through authorized university organs defined in the Act of 2547. In the given legal context, the deans of faculties have limited authority on deciding the selection and promotion of academic and administrative staff. However, the selection of academics starts at the departmental stage and nobody without the acceptance of the department can be hired.

In teaching, learning and research, the deans have relatively more autonomy. They can use certain degree of initiative in developing entrepreneurial activities and research policies. However, research is planned and carried out mostly at the personal level. Funding is controlled centrally. As stated before, HU's strong tradition of delegation of authority enlarges the autonomous area of act for the deans of the faculties and for other administrative staff. HU has certain standardized processes in regard to teaching, learning and research. With the latest renewal of the law deans have become the responsible person for spending the faculty budget.

In terms of selection of undergraduate students, there is a central system of student selection for whole country except for few academic units that select their student according to their abilities. For acceptance to these few academic units, students again have to take central examination and fulfill the minimum level as a primary requirement. HU's strengths and weaknesses may have certain degree of influence on student selection for undergraduate level. Strengths and weaknesses of a university have a specific effect on its public image that may affect students' preferences. From this respect, HU has a good reputation at the national level. For the year of 2006, 539 students in central examination preferred one of academic programs of HU who were in top 1000 in their respective score types (i.e. math, verbal, language, equally weighted).

HU's aims at the European and other international levels are supported by its strengths. However, HU's weaknesses slow down its efforts to be a part of European Higher Education Area and to be a respectful and accredited member of more inclusive international higher education community.

HU involves students in institutional governance. President of Student Council, as a representative of students in the university attends meetings of HU's Board of Administration and in Senate meetings without right to vote, but has the right to present students' view on every subject with all detail.

HU currently has adequate staff for carrying out its activities to realize its mission, goals and objectives. HU has 3548 academic staff of whom 1830 have been actively involved in teaching activities and 4189 administrative staff. HU consider human resource management as a determinant of strategic success. Human resource planning is actually

carried out by each academic and administrative unit. There is certain degree of human resource planning procedure at the institutional level. Academic units have to determine the number of their academic staff according to number of students. There are some limiting factors and risks for human resource management which are stemming from general personnel policy at the national level. In the same way, payment policy for state universities also creates a tendency among faculty members to leave the university. In this context, HU always seeks ways of improving its human resources.

HU evaluates strategic planning as a dynamic process and revises its goals and objectives according to emerging realities. For enforcing academic and administrative units to track with strategic planning, management ask for periodical performance reviews. If there are discrepancies between goals and the reality, units may revise their goals also.

II.B. Academic Activities

Regarding to HU's aims in terms of teaching, research and other services, its strengths provides a solid basis for achieving strategic goals and objectives. Although HU has given priority to teaching activities, HU also has emphasized the importance of certain research areas like nano-technologies, bio-technology, clean and renewable energy. For these, HU initiated some studies. HU constituted a work group for nano-technologies to promote the studies in this area. Stem-cell research project has been granted by TUBITAK and new stem-cell research center will be built in a near future. HU can carry out teaching and research activities by its highly qualified academic staff.

One of HU's strengths that support the mission and goal is variety of its educational programs. HU has educational programs for almost every discipline. This profile of its teaching aspect reflects its strategic mission and goals. However, traditional lecture based approach is dominant in the university. Therefore, training of teaching staff programs have been applied. HU's effectiveness in research can be observed with their results mostly as publications in indexed periodicals. It is quite possible to claim that HU has its respectful position at the national level with its educational and research activities.

II.C. Academically Related Activities

Respectful position of HU at the local, regional and national levels is mainly stemming from its health services provided to public. Other contributions of HU are mainly at local and regional levels. Training and consultancy services to public organizations, commercial and industrial companies, conferences, seminars and panels, concerts and art exhibitions can be considered among these local and regional contributions. HU's aim to be a comprehensive research institution covers technology production and transfer subjects. HU will be a technology producing and transferring research institution. Its techno-park activities as a strength is considered to support the realization of this aim.

HU's student support services include library services, computer support, health services, accomodation and food services and cultural activities. These services are provided to students with no cost or minimum cost. Although HU provides many student support services, these are behind the HU's strategic objectives. Its resource creation capacity as

one of its strengths may help to increase number and quality of student support services if HU has more financial autonomy in spending its revenues.

II.D. Funding

HU produce more than 50 percent of its annual budget (Appendix IV). HU's total budget in 2006 is 341.675.053 Euro. 48.31 percent of it is allotted by government of which 72.63 % is current budget and 27.37 % investment budget, and other external sources. Share of student fees in this budget under SKS revenues is less than 3.30 percent. Current budget is increased annually in the ratio of annual inflation rate. Investment budget includes all kinds of renovation; repairs and new construction projects offered by HU and is decided by the SPO. Government allocation is not lump sum. The allocated budget is released on the basis of detailed expenditure plan according to the Act of 5018. All of budget content is controlled centrally by the Ministry of Finance. There is no allocation at the departmental level. Faculties are allocated according to detailed expenditure plan and university has certain degree of authority on basis of negotiation with the Ministry of Finance to decide on amounts to be allotted faculties. There is no specific item in the budget that is allotted to the university leadership to implement new initiatives. HU is able to calculate the full costs of research and teaching activities. HU perceives its resource production capacity and techno-park as its strengths whereas consider low external project revenues as weakness. HU could remedy its weaknesses by increasing its revenues from external sources. Strengths can be enhanced by more financial autonomy.

III. QUALITY PRACTICES: HOW DOES HU KNOW IT WORKS?

In recent years, after the decision of the Senate in 2003 which was built on the institution's culture for pioneering in all areas of University Life, tremendous effort has been spent for implementing a continuous quality improvement culture throughout the institution. These efforts can be classified in three main phases.

Preparation, implementing a quality culture: At the beginning several training programmes have been carried out with the participation of the representatives of various academic and administrative units. The main purpose was to increase the awareness about the new initiative and also to discuss how could the new system be implemented and maintained. Almost 300 participants from different units of the university expressed their opinion about the strengths and constraints of the institution.

Planning: The participants of training programmes being the representatives of their own departments, studies for strategic management system began in 2004. All of the departments of faculties, institutes, schools and administrative units prepared their strategic plans and published their vision, mission, objectives, aims and performance measures through the web page of the University. Furthermore, each department appointed those staff members who were responsible for collecting, analysing and reporting data related to their performance measures and indicators. After one year each department made a self-assessment where they evaluated their compliance with their own objectives and goals, and shared their results with all the staff in meetings which were open to participation of all employees of the HU. We believe, strategic planning process

itself has taught us very much. Now we are more confident that the revised departmental strategic plans for the next 5 years will be more realistic, and will serve to the improvement of those units.

A Strategic Planning Committee was then established for preparing the Strategic Plan of the HU (Appendix 8), which would be built on the departmental plans. Most of the members of this committee are also the members of the EUA Self Evaluation Committee. They carried out a comprehensive technical study for gathering data and information from departmental plans to form a unique plan. They tried to do their best to achieve that every single department could have the feeling that they contributed to the main strategic plan, and their objectives and goals were expressed in it extensively.

After the approval of the strategic plan by the University Senate, it is published. A Strategic Planning and Development Administrative Office has been established for coordinating the data collection, analysis and reporting activities through out the University.

Taking lessons from what we have measured and improvement: We, as the members of the HU, always aim to be pioneer in our area of interest as mentioned in the mission and vision statements. To achieve this aim main factors are continuous improvement and innovation. We assume the Deming Circle as a tool for continuous improvement. Therefore, “Plan, Do, Study, Act” (PDSA) is a policy of the University.

For achieving improvement especially in those areas where strategic goals and objectives are not met, Quality Circles (Improvement Teams) will study in our University. As a pilot department more than 35 teams have worked at the HU Hospitals, they not only have caused an improvement of the service but also the improvement of the skills, abilities and motivation of the staff.

III.A. Responsible Bodies for Internal Quality

HU has tried to create an efficient organizational structure for quality works within the institution. There are different bodies which are established either because the laws or legislations have recommended or university it self has seen a requirement for their presence.

A new central Quality Coordination Office (HUKK) has been established to harmonize and coordinate the efforts of several departments. The main purpose of this new office is to create a uniform, standard and sustainable process for quality management in our University.

Recently, Higher Education Council has established a central body to develop quality in higher education institutions, namely Higher Education Academic Evaluation and Quality Development Commission. This commission declared a guide that required every higher education institution would establish their own academic evaluation and quality development boards. HU established its academic evaluation and quality development board (HUADEK).

Although, HUKK and HUADEK have similar and overlapping responsibilities but separate bodies, by appointment of same individuals as members to both of the boards, coordination and uniformity could have been established.

HU has preferred to have a more centralized quality structure, rather than de-centralized. Therefore, we do not have quality offices in each department. The only exception for this is the Hospitals. In those departments without a quality office, contact person (representative) is the one who is responsible for communicating with the central quality office. The contact person is mostly an academic staff, and sometimes the dean of the faculty. The information and data related to the performance indicators flow through the contact persons towards the quality office, and the rector's office.

III.B. Explicit Quality Standards

Mainly the 'European Foundation for Quality Management (EFQM) Excellence Model' is accepted in HU as the TQM model. In all areas of the model such as leadership, human resources, strategies, processes and management of other resources, HU has already defined or is in the process of creating standards. Furthermore, European Standards and Guidelines for Quality Assurance in Higher Education is another set of standard that HU aims at complying with. In the strategic plan, HU's intention for ensuring high quality in teaching, research and service activities have been stated explicitly.

HU has a goal to review all training programmes. Consonant with this goal, the content and design of the curriculum have been reviewed, and the learning outcomes have been defined and shared for most of the programmes. Approval by the Departmental Academic Council follows the reviewing process. However, in case that a fundamental change has been suggested as a result of the reviewing process then the approval of the Education Commission is required.

Although, the standards for; teaching activities in most of the programmes (e.g. Bologna Criteria for ECTS/DS and curriculum development studies), research activities in most of the institutes (e.g. research and thesis writing manuals, laboratory records guidelines) have been defined and widely accepted in the institution these have not been monitored completely until now.

The success rates and achievements of the students are monitored on regular basis by each department. Drop-outs and graduation times are also monitored. Drop-out rate for 2006 is 4 percent. Although, HU does not have a process for getting regular feedback from employers or labor market representatives, in some programmes results of central national and international examinations for the graduates give clue for assessment of the training programmes. Central Medical Exam (TUS) is an example for this. Graduates of HU Medical Faculties (Turkish and English) always share the first two ranking position in this examination.

Traditionally, at the opening ceremony of the new academic year the Rector delivers a speech, where he summarizes the activities of the last year and the objectives of the next.

In this speech, he addresses several teaching and research activities and managerial issues. Performance indicators related to the student's performance are included in this address. The data is provided by each department.

Quality assurance of the teaching staff is another policy of HU. Standards for human resources management are well-defined and monitored in the University. Especially, selection, appointment and promotion of academic staff are based on the credentials and competencies of the applicants. These standards are approved by the Senate.

Participation to the "Education of the Educators Programme" is mandatory for all the academic staff. The process has begun in 2006 and will continue until all staff covered. Continuous Postgraduate Training is another activity for the development of the skills of the staff. Several faculties carry out seminars and symposiums for this purpose.

You can not improve if you do not measure. This is what HU believes, as well. Since it is a common complaint that data collection and analysis requires an extra effort, and the level of coordination between the administrative offices which collect the data is not as satisfactory as required that causes duplications and gaps, a new project has begun for improving the information management system. Performance indicators related to the student and staff satisfaction, teaching, research, service, and administrative processes were mentioned in the strategic plan. In the new system, the aim is to generate relevant data during the activities and processes of the daily life without any extra effort. For this purpose a new software has been written, and work for the network requirements is ongoing. By this way, many information which are stored in various databases now will be united and it will be easier for the decision makers to convert raw data to information and innovation.

Process management system is accepted as a crucial part of quality management. It is HU's policy that departments should monitor not only the performance of the outcomes or results but also the processes. Therefore, critical processes either managerial or academic will be documented and the performance of them monitored by the end of the next year.

HU is an open and transparent institution to the public. All information about the programmes we offer, curriculum, teaching and learning outcomes, plans, objectives and aims, as well as the self evaluation reports are shared with the public.

HU has certain internal quality processes and practices. These quality processes include a variety of activities such as data gathering, performance follow-ups, actively sustained quality management works in its hospitals. There are also newly established quality units to plan and carry out quality work for the whole university. By its internal quality processes, HU tries to know that its methods to achieve its goals are working.

III.C. Financial Resources for Supporting Internal Quality Works

There is no specific budget for internal quality works in HU. However, these works have been supported financially by the institutional leadership. Having a specific budget under

current budgetary system may slow down works of quality office. However, quality office should be supported by all kind of resources.

III.D. Current and Planned Quality Processes

HU has many quality procedures at the moment. HU's quality office plans to develop various internal quality processes with respect to teaching, research, and student performance. One of current practices for quality assurance is HU's criteria for hiring, evaluation and promotion for academic staff. There are many other applications in regard to internal quality procedures.

HU's current internal quality processes with respect to teaching activities are existing procedures (regulations, senate decisions, faculty/institute board decisions, educational commission), in-service training programs based on senate decisions regarding development of teaching skills of academic staff, performance follow-ups for teaching activities, student satisfaction surveys conducted by some academic units, academic staff satisfaction surveys conducted by some academic units, student course evaluation conducted by many academic units, increasing use of electronic literature. Regarding research activities, HU has certain procedures to support research activities financially. HU also supports participation to scientific meetings abroad. HU follows up student performance periodically. However, there is no direct process to increase student performance. It is considered to increase by improving teaching activities. There are legal regulations for education periods. Students who do not complete their education within legal limits are dismissed. 36.9 percent of undergraduate students (two years) complete their education in normal period. 33.9 percent delayed one year. 28.4 percent delayed two years. For undergraduate students (four years), these rates are 57.75 %, 24.20 %, 6.8 % respectively. In the year of 2006, total drop-outs are 1032 (of which 466 is drop-outs on voluntary basis). Ratio of drop-outs to total number of students for 2006 is 0.04.

All administrative processes are outlined and assured by legal procedures. All kinds of personnel decisions such as hiring, evaluation and promotion are regulated under law. All kinds of administrative decision processes are also outlined by regulations. Most of the experienced problems and difficulties regarding administrative processes are results of wrong interpretation of existing regulations or due to malpractices.

In respect to entrepreneurial activities, HU has carried out its activities under laws and regulations. All kind of revenue-producing activities have to be carried out within revolving fund except research projects funded externally. HU has application centers like Continuous Education Center that produce revenues with their activities such as training services and consultancy services. They also carry out their activities within revolving fund. HU's techno-park also provides certain advantages to increase cooperation between the university and the business world.

At the local, regional and national level, HU provides many services to public. Health services, training and consultancy services, conferences and seminars, concerts and art exhibitions are among these services. The quality of these services has been appreciated by public and this is a clear indicator of the existence of explicit quality processes. At the

international level, accreditation efforts of some units, increasing participation to students and staff exchange programs, devotion to Bologna Process as being a part of European Higher Education Area show the willingness of HU to seek for quality assurance in its international relations.

HU plans to have more systematic quality processes for its all academic and administrative activities. Regular conduct of student course evaluation, of student and staff satisfaction, improvement of academic and administrative processes, establishing career consultancy for students, improving relations with its alumna and alumnus are among HU's strategic objectives. HU is aiming at institutionalizing quality works and for this purpose establish its quality office.

III.E. Evaluation of Internal Quality Activities

Academic activities are evaluated at different levels in accordance with the provisions of the Act of 2547. Article 42 of the Act defines academic supervision. Academic supervision of teaching faculty members includes their activities pertaining to education, research, publication, seminars, clinical and practical work. It is conducted at individual, departmental, faculty/institute and institutional levels. Except these, HU has also conducted annual performance follow-ups of academic and administrative units in the framework of its strategic planning process.

III.F. Current and Planned Data Collection

HU is aware of the fact that quality management must be based on a strong data base or an archive system. There is no central data base at the moment. Therefore, data collection process is quite painful for regular quality works. In each time, data is organized from different units and this is a time-consuming activity. However, HU has prepared a project to establish a strong data base that is expected to improve data collection process.

III.G. Reflection of Quality Works on Academic and Administrative Processes

Reflection of quality works on academic and administrative process is observable. There is an increase in number of publications. Academic units are currently updating their programs. The academic staff with international experience is increasing by the policies of the university (e.g. financial support to academic staff for participation to international congresses, regulation to serve promotion of academic staff as requirement to study in a higher education institution abroad). Remarkable improvements have been made in physical facilities. Reflection of quality works in decision making process is sometimes bounded by legal regulations. For example, student course evaluation results can not be used as a tool for dismissing the academic staff. However, department may ask academic staff to correct the conduct in the class. There is still some flexibilities for quality works to be effective in decision making process within the given legal context.

IV. STRATEGIC MANAGEMENT AND CAPACITY FOR CHANGE

HU has adopted total quality management philosophy as an agent of change and decided to spread it out to all units in 2003. By this year, the Act of 5018 was enacted that it requires all public institutions to prepare their strategic plan for performance budget system. HU has been selected as one of eight pilot public institutions to prepare their strategic plan first. HU evaluated this event as an opportunity to have a strong tool for its total quality management philosophy. After preparing its strategic plan, HU management has asked each academic and administrative unit to prepare their own strategic plans in compliance with the HU's main strategic plan document. Then, HU management has started to follow up performance of units annually. This process becomes leverage for change in HU. Many positive results have emerged in direction of change.

IV.A. Responsiveness to External Demands, Threats and Opportunities

HU always observes its institutional and other external environments. HU is responsive to external demands, threats and opportunities in the given legal context. For example, in its hospitals patient satisfaction is primary indicator for quality process. HU has specified external opportunities and threats as follow:

Opportunities	Threats
1. Increasing demand for teaching and research staff	1. Brain drain caused by private and foreign universities
2. Increasing demand of industry to cooperate with universities	2. Unwillingness to be science staff due to low wage rates
3. Increasing need for technically trained employees	3. Employment problems of graduates in certain areas.
4. Increasing demand for educated labor	4. Lack of coordination among public institutions.
5. Requirement of EU Programs (FP6, FP7, Socrates-Erasmus programs)	5. Lack of financial autonomy.
6. Increasing trends of international capital to move into Turkey	6. Lack of initiative in determining student quotas.
7. Increasing information facilities with IT	7. Risks due to political and economical reasons.
8. Increasing support of government in teaching and research	8. Problems with intellectual property rights.
9. Increasing TUBİTAK and DPT project supports	9. Quality losses and increasing burden of work due to students return acts.
10. Youth population profile	10. Lack of legal regulations for some professions.
11. Being pilot institution in strategic planning and performance budget system	11. Low quality of secondary education
12. Increasing number of older population	12. Technological dependency of Turkey.
13. Difficult acceptance condition of USA and England for foreign students	
14. Lack of faculty members in universities	

These threats and opportunities have been evaluated by HU in its strategic plan and HU specified its objectives in a way that it can be responsive to them.

IV.B. Involvement of External Stakeholders in HU's Strategic Management

Representation of all stakeholders could not be possible in the preparation of strategic planning. However, HU's techno-park may provide better relations with business world

and more participation of stakeholders in strategic management process. Due to many reasons, we do not have comprehensive relations with our alumni and alumnus. Although HU Alumni Association's activities are limited, especially when we compare with each departments' own alumni clubs, there are quite good relations at departmental level.

IV.C. Expected Changes in HU

Following changes are expected: improvements in education curriculum and environment, educational competencies of academic staff in direction of demand of students and of labor market; change in relations with external stakeholders and alumni clubs in positive direction; increase in the number of inter-disciplinary research projects, and number of product based research; strengthened relations between industry and the university; more productive knowledge economy; more autonomous financial and administrative systems; widely accepted quality culture among the members; development of a strong institutional culture.

IV.D. Matching Current and Future Missions, Goals and Activities

HU is giving priority seemingly to quality assurance in teaching activities since its first strategic goal is to improve quality of education. If this goal is realized, HU's emphasis in its future mission may shift to comprehensive and inter-disciplinary high-tech research, training of trainers for community education.

IV.E. The Role of Quality Works on Future Developments

In terms of the role of quality works on future developments can not be neglected. Quality works will contribute to improvement of all academic and administrative processes. Inevitable result of this can be observed with outcomes of current practices.

VI. FINAL EVALUATION

There has been a fierce competition among universities, especially after 1990 with the establishment of private universities. This competition is not between only public and private universities but also among public universities themselves. The competition is based on two dimensions. The first one is to attract the most qualified students to their programs and the second one is to prove to be the top university through number of existing publications and researches in the international literature. This competitive context will force universities to adopt more productive and effective managerial practices. HU perceives it as a challenge and tries to use these external threats to improve quality of the university in every sense in order to compete.

The intensive demand for higher education in Turkey seems to increase in next few decades. This demand may be compensated with the establishment of new higher education institutions. However, HU will be experiencing of the pressure of this demand for a while. Another aspect of higher education system in Turkey is the pressure of the

demand for qualified education. In this context, HU will try to meet quantitative demands by its forced quotas on the one hand, to improve quality of education on the other hand.

HU also has to confront with threats stemming from whole higher education system of Turkey such as decrease in tendency of being scientific staff, low autonomy in financial issues. However, HU has certain opportunities within that context. For example; intensive demand for higher education may increase the financial share of higher education both in state and private universities. There is also another opportunity for research area. National and international funding sources for scientific researches have increasingly been growing.

In the lights of these evaluations, HU may have chance to increase the number of its students relatively, to improve the quality of education, to enhance its research activities and to increase quality and quantity of its services by using the advantage of being one of top universities in Turkey. This, off course, will trigger to realize its international aims.

Finally, HU has had the pioneering role in higher education and in public service not only in Turkey but also in international area of its region since its establishment. Most of the universities do pursue HU as a model in many ways. Many pilot studies has been initiated and carried out first at HU, especially because of the existence of rich human resources. With this aspect HU has to improve the quality of the education, research and public services and be in competition not only externally but also in itself.

**APPENDIX I. SELF-EVALUATION COMMISSION MEMBERS AND PERSONS
COLLABORATED DURING THE SELF-EVALUATION REPORT WRITING WORKS**

SELF-EVALUATION COMMISSION MEMBERS

NAME AND SURNAME	POSITION (And Units)
Prof. Dr. Nuran ÖZYER	Vice – Rector (Faculty of Letters)
Prof. Dr. Selda ÖNDEROĞLU	Head of AB Office (Faculty of Medicine)
Prof. Dr. Koray BODUROĞLU	Quality Coordinator of HU Hospitals (Faculty of Medicine)
Prof. Dr. Nil ALTAY	Member of Quality Office (Faculty of Dentistry)
Prof. Dr. Yüksel KAVAK	Faculty Member (Faculty of Education)
Ass.Prof.Dr. Doğan N. LEBLEBİCİ	Quality Coordinator of HU (Faculty of Econ.& Adm. Sciences)
Dr. Ergin EKİNCİ	Faculty Member (Faculty of Education)
Murat KARAĞAÇ	Head of Strategy Development Office (Administrative)
Research Assistant Erdem ERKUL	Member of Quality Office (Faculty of Econ. & Adm. Sciences)
Aysun BAYRAM	Member of Quality Office
Hakan KEÇE	Head of Student Council

PERSONS COLLABORATED

NAME AND SURNAME	POSITION (And Units)
Prof. Dr. Tevfik DİNÇER	Director of Revolving Fund (Faculty of Econ.& Adm. Sciences)
Rüknettin KİRAZLI	Head of Personnel Administration Department (Administrative)
Nükhet AKIN	Head of Student Affairs Office (Administrative)
Mehmet ÖZEN	Head of Administrative and Financial Affairs Department (Administrative)
Erkil ONURTARI	Vice President of Student Council

APPENDIX II. LIST OF STAFF PARTICIPATED IN BARTIN – INKUMU MEETINGS

Name and Surname	Representation
Prof. Dr. Nuran Özyer	Vice Rector
Prof. Dr. Erol Belgin	Vice Rector
Prof. Dr. Aşkın Tümer	Dean of Faculty of Science
Prof. Dr. Hüseyin Tolunay	Representative of Faculty of Engineering
Prof. Dr. Musa Yaşar Sağlam	Dean of Faculty of Letters
Prof. Dr. Buket Akkoyunlu	Dean of Faculty of Education
Prof. Dr. Orhan Morgil	Dean of Faculty of Economics and Adm. Sciences
Prof. Hasip Pektaş	Dean of Faculty of Fine Arts
Prof. Dr. Asker Kartarı	Dean of Faculty of Communication
Prof. Dr. Serhat Ünal	Dean of Faculty of Medicine
Prof. Dr. O . Taha Köseoğlu	Dean of Faculty of Dentistry
Prof. Dr. Ahmet Başaran	Dean of Faculty of Pharmacy
Prof. Dr. Hakan Sedat Örer	Director of Institute of Health Sciences
Prof. Dr. Fatma Gül Şener	Director of Sch. of Physical Therapy-Rehabilitation
Prof. Dr. Necdet Baştürk	Director of Vocational School
Prof. Dr. Koray Boduroğlu	Member of HUADEKK
Prof. Dr. Selda Önderoğlu	Coordinator of EU Office
Prof. Dr. Yüksel Kavak	Member of Self Evaluation Commission
Prof. Dr. Nil Altay	Member of Quality Office
Prof. Dr. Caner Açıkada	Director of Sport Sciences and Technology
Prof. Dr. Türkan Merdol	Director of School of Health Technology
Prof. Dr. Fatma Öz	Representative of School of Nursing
Prof. Dr. Meziyet Arı	Representative of School of Home Economics
Prof. Dr. İlhan Tomanbay	Director of Social Sciences Vocational School
Prof. Dr. Fatih Erbahçeci	Polatlı Health Services Vocational School
Prof. Dr. A. Rıfat Özduval	Director of Institute of Pure and Applied Science
Prof. Dr. Mustafa Yılmaz	Director of Atatürk Insti.of Modern Turkish History
Prof. Dr. Sebahat Tezcan	Director of Institute of Population Studies
Prof. Dr. M. Tezer Kutluk	Director of Oncology Institute
Prof. Dr. Nazmi Bilir	Director of Institute of Public Health
Prof. Dr. İrfan Çakın	Director of Institute of Social Sciences
Prof. Dr. Engin Kendi	Director of Institute of Nuclear Sciences
Prof. Dr. Ersin Töreci	Director of Institute of Informatics
Doç. Dr. Doğan N. Leblebici	Quality Coordinator of HU
Doç. Dr. Mustafa Kılıç	Member of HUADEKK
Doç. Dr. Yasemin Özdemir	Representative of Institute of Neurological Sciences
Öğr.Gör. Dr. Atilla Konaç	Member of HUADEKK
Dr. Recep Özbay	Asst. Director of School of foreign Languages
Sebahattin Aydemir	Assistant to Department Head for IT
Mehmet Özen	Head of Department for Adm. and Financial Affairs
Murat Karaağaç	Head of Strategy Development Unit
Araş.Gör. R. Erdem Erkul	Member of Quality Office
Aysun Bayram	Member of Quality Office
Hakan Keçe	President of Student Council

APPENDIX III. NUMBERS OF STUDENTS ACROSS FACULTIES, SCHOOLS AND INSTITUTES

FACULTIES	2002	2003	2004	2005	2006
Faculty of Dentistry	542	561	547	600	586
Faculty of Pharmacy	455	456	443	467	460
Faculty of Letters	4.154	4.136	4.077	4.240	4.519
Faculty of Education	3.875	3.964	4.003	3.995	3.862
Faculty of Science	2.033	2.040	2.005	2.085	2.194
Faculty of Fine Arts	445	441	437	430	489
Faculty of Economics and Administ. Sciences	2.713	2.884	3.038	3.316	3.447
Faculty of Engineering	2.789	2.815	2.811	2.948	3.109
Faculty of Medicine	2.083	2.398	2.080	2.039	2.046
Faculty of Communication	Not started to accept student yet.				
Faculty of Law	Not started to accept student yet.				
Faculties Total	19.089	19.695	19.441	20.120	20.712
INSTITUTES					
Atatürk Institute of Modern Turkish History	59	57	51	60	42
Institute of Child Health	6	6	8	9	5
Institute of Pure and Applied Science	1.205	1.319	1.313	1.174	1.148
Institute of Fine Arts	Fine Art graduates are included in Inst. of Social Sciences.				
Institute of Public Health	21	17	23	31	42
Institute of Neurological Sciences	11	11	15	21	20
Institute of Population Studies	26	34	29	37	---
Institute of Nuclear Sciences	0	0	1	4	6
Institute of Oncology	13	18	17	21	26
Institute of Health Sciences	747	725	735	711	777
Institute of Social Sciences	1.781	1.853	2.055	1.760	2.065
Institute of Turcology Research	0	0	0	0	0
Institute of Informatics	0	0	19	36	60
Institutes Total	3.869	4.040	4.266	3.864	4.191
VOCATIONAL SCHOOLS (2 YEARS)					
Ankara Vocational School	2.093	1.968	1.285	658	314
Bala Vocational School	0	0	0	54	111
Hacettepe Vocational School	950	1.544	1.467	1.306	1.148
Polatlı Vocational School	37	77	56	20	9
Polatlı Health Services Vocational School	20	35	60	74	107
Polatlı Technical Sciences Vocational School	0	0	62	142	243
Health Services Vocational School	431	371	350	350	376
Social Sciences Vocational School	0	0	206	406	665
Vocational Schools Total	3.531	3.995	3.486	3.010	2.973
SCHOOLS (4 YEARS)					
Ankara State Conservatoire	303	300	280	278	215
School of Home Economics	454	388	311	293	281
School of Physical Therapy and Rehabilitation	461	437	418	425	423
School of Nursing	545	547	550	574	597
School of Vocational Technology	333	268	196	163	115
School of Health Technology	339	328	309	312	321
School of Health Administration*	206	158	89	12	---
School of Social Services*	333	242	99	10	---
School of Sport Sciences and Technology	332	364	380	399	416
School of Foreign Languages	It serves for language requirements of other unit.				
Schools Total	3.306	3.032	2.632	2.466	2.368
TOTAL	29.795	30.762	29.825	29.460	30.244

* These schools have been converted to departments under Faculty of Econ. and Adm. Sciences

APPENDIX IV. DETAILS OF HU BUDGET ACROSS YEARS 2002-2006 (EURO)

Financial Source	2002		2003		2004		2005		2006	
	Budget	(%)	Budget	(%)	Budget	(%)	Budget	(%)	Budget	(%)
A) Specific Budget	114,266,090	55.66	119,287,335	53.15	136,266,040	54.35	146,165,515	54.30	190,868,096	55.86
A1) Government Funding	98,286,478	47.88	107,669,937	47.97	119,490,330	47.66	123,894,997	46.03	159,054,409	46.55
Research	1,505	0.00	1,414	0.00	869,402	0.35	910,896	0.34	5,656,035	1.66
Other	98,284,973	47.88	107,668,522	47.97	118,620,928	47.32	122,984,101	45.69	153,398,374	44.90
A2) Own-Funds	15,979,612	7.78	11,617,399	5.18	16,775,710	6.69	22,270,518	8.27	31,813,687	9.31
Research (Revolving Fund)	7,035,841	3.43	3,564,500	1.59	6,887,297	2.75	8,912,698	3.31	15,603,502	4.57
Rental Revenues	466,212	0.23	447,519	0.20	179,545	0.07	792,279	0.29	2,267,042	0.66
SKS Revenues	7,478,036	3.64	6,539,276	2.91	8,239,041	3.29	8,925,357	3.32	11,291,360	3.30
Summer School Revenues	263,636	0.13	189,844	0.08	243,345	0.10	305,220	0.11	433,687	0.13
Second Learning Revenues	292,800	0.14	449,254	0.20	543,889	0.22	564,211	0.21	986,004	0.29
Other Revenues	443,086	0.22	427,005	0.19	682,594	0.27	2,770,753	1.03	1,232,092	0.36
B) Revolving Fund	91,010,950	44.34	105,151,320	46.85	114,302,656	45.59	121,795,467	45.25	144,806,129	42.38
C) Other Funding	0	0.00	0	0.00	134,000	0.05	1,205,468	0.45	6,000,828	1.76
TÜBİTAK Revenues	0	0.00	0	0.00	0	0.00	866,468	0.32	5,204,828	1.52
EU Funding	0	0.00	0	0.00	134,000	0.05	339,000	0.13	796,000	0.23
Conditional Donations	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Currency (1 TRY in Jan.2-3)	1.3090		1.7330		1.7580		1.8190		1.5990	
TOTAL	205,277,041	100.00	224,438,656	100.00	250,702,696	100.00	269,166,450	100.00	341,675,053	100.00

APPENDIX V. HU EDUCATION AND EXAMINATION REGULATIONS FOR GRADUATE AND UNDERGRADUATE PROGRAMS

Hacettepe University
Graduate Education and Examination Regulation

PART ONE Purpose, Scope, Basis and Definitions

Purpose and Scope

Article 1 - (1) The purpose of this regulation is to outline the guidelines related with the masters' programs and examinations executed by all the institutes affiliated with Hacettepe University.

Basis

Article 2- (1) This regulation was prepared based on article 14 of the Law Number 2547 on Higher Education.

Definitions

Article 3 - (1) The definitions of the terms used in this regulations are as follows:

- a) University : Hacettepe University
- b) Senate : Hacettepe University Senate
- c) Rector : The Office of the Rector of Hacettepe University
- c) Institute : Institutes giving graduate degree education affiliated with Hacettepe University
- d) Board of the Institute: Is the board chaired by the Director of the Institute and comprised of the assistant director of the institute, the heads of main branch of science/main arts branches, related deans of the faculties and directors of higher schools and the Director of the Ankara State Conservatory (without any voting right).
- e) Board of Directors of the Institute: Is the board chaired by the director of the institutes and comprised of the assistant directors of the institute and three members of the faculty to be elected from among the six candidates to be recommended by the director.
- f) Main branch of science/main arts branch: Connotes the main branch of science/main arts branch defined for the institute in article 5 of the Regulation on the Organization and Functions of the Master's Program Institutes and included in the institute's education program.
- g) Counselor (Advisor) : The instructor appointed by the board of directors of the institute in order to act as a guide to the student registered with the institute in his/her studies in lessons/thesis/ arts/and qualification for art lessons.
- g) Credit: Is the credit value of the master's program lesson for the semester; and is the total digital unit, which can be 4 at the most, obtained from the weekly theoretic lesson taken during the semester and for the 2 to 6 hour applied, area, or workshop study or laboratory/clinic study.
- h) Thesis : Master's Degree thesis, doctorate thesis/thesis for qualification I art.
- i) Report on a work of art : Is a written report the students of master's programs in art could prepared in lieu of master's degree theses.
- i) Study for qualification in arts: Are the artistic works the students in qualification for arts programs can prepare in lieu of qualification in arts thesis.
- j) Report on the study for the qualification of art: The written report the students of qualification in arts programs can prepared in lieu of thesis for qualification in arts.
- k) Head of the Main branch of science/main arts branch: Is the head of the main branch of science/main arts branch, is the head of the main branch of science/main arts branch defined in article 5 of the Regulation on the Organization and Functions of the Master's Program Education Institutes, and who is responsible to the institute for the execution of the master's degree education, who notifies of the institute of the programs to be opened, the changes to the programs, the student quotas, the lessons to be given in one semester, and which instructors will teach these lessons, the recommendations made by the academic board of the main branch of science/main arts branch in connection with the juries and the counselors, and the decisions and the reports of the committee and the jury

- l) The Academic board of the Main Branch of Science/main arts branch: Is the board comprised of the members of the faculty and the instructors in the University which provides views (opinions) to the head of the main branch of science/main arts branch who either teach in master's program classes or who direct the studies on thesis/work of art/art qualification studies, and advise in the planning and implementation of the main branch of science or the main art programs.
- m) KPDS (PSFLPLT): Foreign Language Proficiency Test for Public Servants.
- n) MDEET: Entrance Examination for Master's Degree Education
- o) TUS: Specializing in Medicine Examination
- o) UDS: Intra-University Board Foreign Language Examination

PART TWO

Guidelines on Master's Degree Program

Levels of Education

Article 4- (1) Post graduate education is comprised of master's degree, doctorate and art qualification programs. In the second master's degree programs only master's degree without thesis may be taken and doctorate/qualification in art and master's degree with thesis may not be taken.

- a) Master's degree program: Covers the activities such as education, scientific research, artistic works and implementations to be conducted for four semesters after obtaining a graduate diploma from an institute of higher education, with at least 4 year duration, or equivalent degrees.
 - b) Doctorate program: This is a program of eight semesters for the students of medicine, pharmaceutics, and faculties of science and veterinarians based on the expertise they have gained in laboratories and a ten semester education for instructors of a specific field, with a master's degree combined with a theses, including master's degree but excluding preparatory classes for master's degree.
 - c) Qualification program for arts: This is programs with ten semesters duration based on a graduate diploma, and an eight semester program based on master's degree covering qualification works on art and reports prepared pertaining to this work, and the creation of an original work of art and aimed at giving creativity to the students.
- (2) Furthermore, the issues requiring special qualifications as post graduate education for medical doctor doctorate (MD-PhD) shall be implemented in the manner outlined in their regulations.

Opening of the education programs

Article 5-(1) The institute shall execute master's degree programs in the branches and at the levels determined and approved by the Higher Education Board. With the recommendation of the board of the institute, approval of the Senate and the decision of the Higher Education Board, new programs may be opened at the institute.

- 2) The integrity of the main branch of science/main arts shall be taken as the basis in the arrangement and execution of the master's degree programs. However, will enable the selection of lessons by the students and in their specialization in different fields.
- 3) After the programs proposed by the main branch of science/main arts branch and the changes to them are approved by the board of the institute shall decide upon by the Senate. The board of the institute, with the approval of the Rector, may enter into cooperation with the other agencies and organization of higher education/research and execute common programs.
- 4) The programs shall be arranged according to semesters. In addition to the autumn and spring semester training and summer schools may arranged during the summer term. The duration and format of these programs shall be determined by the Senate based on the recommendations of the related boards.

Language used as the medium of Education

Article 6 - The language used at the institutes as the medium of education is Turkish. However, with the recommendation of the board of the institute, and the decision of the Senate, some or all of the lessons in specific programs may be taught a foreign language. The thesis, works of art, reports pertaining to the

qualification of art work shall be written in Turkish. With the recommendation of the related academic board, and the approval of the board of the institute, one thesis, reports on a work of art, qualification of art works, may be decided to be written in a foreign language. In programs where the entire master's degree program is conducted in a foreign language, the lessons, qualification and thesis/work of art report/report on the qualification for works of art may be written in a foreign language. However, the Senate may decide, with the recommendation of the related academic board of the main branch of science and the approval of the board of directors of the institute, to have the thesis/work of art report/working report for qualification in art in Turkish with the approval by the Senate of the report prepared by a commission of 5 people to be selected by the Senate at the beginning of the academic year.

Guidelines pertaining to the Main branch of science/main arts branch

Article 7 –(1) The master's degree programs, education objectives, introduction to the programs and conditions of graduation, the mandatory and selective lessons of the program,, the credits pertaining to them and the guidelines related to similar matters of the main branch of science/main arts branch, shall be determined with the proposal of the of academic board of the main branch of science/main arts, the decision of the board of the institute and the approval of the Senate.

Determination and announcement of the quotas

Article 8: (1) The quota of the students to be enrolled in the master's degree programs, based on the recommendations of the academic board of the main branch of science/main arts branch shall be submitted to the Board of Directors of the University, by obtaining the views by the board of directors of the institute of the related faculties/higher schools and the Ankara State Conservatory, for its decision. The master's degree program, the doctorate program and the programs for qualification in art for which the institute will accept students, the quota of the students to be accepted to these programs, the documents necessary for the application, the dates of application and examination, and the other conditions shall be announced by the Office of the Rector.

Opening of the Classes and the individuals responsible for the lessons

Article 9 - (1) The classes to be opened every year and the instructors responsible for these classes shall be determined by the academic board of the main branch of science/main art branch and shall be determined and announced by the board of the institute.

(2) The same method shall apply for the opening of classes related with specialization in specific fields and thesis preparation. With the acceptance of the proposal to prepare a thesis and the appointment of a thesis adviser by the board of directors of the related institute the students shall become obliged to take these lessons. The specialization classes shall continue during the semester and during the summer holidays. If two advisers are managing the thesis programs, the classes for specialization shall be opened by the first adviser.

(3) The lessons for master's degree level shall initially be given by the members of the faculty. When necessary, master's program lessons may be given by the instructors and artist instructors with the justified recommendation of the head of the main branch of science/main art branch and the approval of the board of the institute. When necessary, instructors from outside of the university may be brought in with the decision of the Board of Directors of the University.

Advisers (Counselors)

Article 10 – (1) In principle the adviser is a member of the faculty and the appointed members of the faculty of that main branch of science/main arts branch; if such faculty members are not available or are not enough in numbers, recommendation shall be made to select the members of the faculty of the main branch of science/main art branch closely related. The appointment shall be made by taking the views of the of the academic board of the main branch of science/main art (mbs/ma) and the recommendation of the said board and shall become final with the approval of the board of the institute. When necessary, the thesis advisor for master's degree students may be selected from among the members of the faculty with doctorates in that main branch of science/main arts branch. If the nature of the thesis requires the assignment of more than one adviser, a second thesis adviser may be appointed with the recommendation of the main branch of science/main arts branch and approval of the board of directors of the institute. In programs conducted with in-country and foreign universities the adviser appointed by the other university shall be accepted as the second thesis adviser.

- (2) The job descriptions and responsibilities of the advisers shall be determined by the Senate.
- (3) The head of the main branch of science/main arts shall act as adviser until an adviser is appointed and;
 - (a) A lessons adviser for the master's degree program students with theses shall be recommended by the end of the first semester at the latest, and a thesis/work of arts adviser by the end of the second semester.
 - (b) A lessons adviser for the master's degree program students without thesis/report for works of art shall be recommended by the end of the first semester at the latest and the term project adviser shall be recommended in the semester during which the term project was initiated.
 - (c) A lessons adviser for the doctorate/qualification for arts programs students shall be appointed by the end of the first semester at the latest, and a series of thesis/works of art/qualification for art advisers shall be recommended until the lessons are successfully completed.

PART THREE

Application for Master's Degree Programs Acceptance and Registration of Students

Conditions of application for Master's degree programs

Article 1- (1) The following conditions shall be required of the candidates applying for master's degree programs:

- a) To hold a graduate diploma indicated in the guidelines related with the concerned main branch of science/main art branch and certified by the board of directors of the institute.
- b) Provided that the points for the program applied for is not less than 45 standard points, hold LES points to be determined by the Senate or to be successful in the internationally accepted examinations whose base points are equal to the points accepted by the Senate, instead of the LES score.
- c) To hold the minimum base score in the University Language Examination, KPDS TOEFL and the like examinations which are nationally and internationally recognized and accepted.

Conditions of application for Doctorate/qualification in arts programs

Article 12 - The following conditions shall be required of the candidates applying for doctorate/qualification in arts programs:

- a) The candidates must hold a graduate or a master's degree in one of the sciences or fields of art determined in the guidelines of the related main branch of science/main arts and approved by the board of directors of the institute; or a diploma obtained from the faculty of dentistry, pharmaceuticals, or veterinary, with a duration of at least 10 semesters, excluding preparatory classes, or a certificate of expertise in a field of laboratory acquire in accordance with the pertinent laws, and obtain at least 50 points in LES for those with master's degrees and 55 points for those with graduate degrees, and hold the LES points not less the score to be determined by the Senate. The conditions of applications, acceptance and registration in the institute for PhD programs of a faculty of medicine shall be determined by the Senate.
- b) Graduates from the faculty of medicine applying for doctorate programs in medical sciences must hold at least 55 points found by multiplying the standard score obtained from the Specialization in Medicine examination test-1 by 0.7 and the standard score obtained from clinic medicine examination by 0.3 and not less than 50 points in the LES examination and to hold the scores not below the LES scores to be determined by the Senate.
- c) To be successful in internationally accepted examinations whose base points are accepted to be equivalent to the score determined by the Senate instead of the LES results in the applications to be made for doctorate/qualification in arts programs.
- d) To hold the minimum scores in the Intra-University Board Foreign Language Examination and the like KPDS, TOEFL, IELTS examinations which are nationally and

internationally accepted and which are accepted by the Senate and whose passing scores have been determined by the Senate.

- (2) Candidates whose doctorate program is in a foreign language shall take their foreign language examinations in another language.
- (3) For foreign students, the level of proficiency in a language other than his/her mother tongue or in Turkish shall be evaluated according to the guidelines determined by the Intra-university board.

Evaluation of General Success

Article 13- (1) The interview/talent evaluation of the candidates shall be made by the interview juries. The interview jury shall be comprised of 3 primary and 2 reserve members of the faculty proposed by the head of the main branch of science/main arts branch and approved by the board of directors of the institute. Separate juries may be established for the different master's program executed by a main branch of science/main arts branch.

(2) In accepting the students to the master's degree and doctorate/qualification in arts programs the general success grades of the candidates shall be calculated by taking 50% of the LES score or the specialization in medicine grades which are converted into 100 and/or taking 20% of the master's degree scores and 30% of the interview/talent evaluation.

(3) Master's degree program students who received 50% of the total grades in the interview/talent evaluation and receive at least 60% in the general success shall be accepted to be successful. The ranking of the successful candidates shall be arranged by the interview jury according to the general success grades. If the grades of the general success are equal then the grades obtained in the interview/talent shall be taken into consideration.

(4) Candidates who receive at least 60% in the interview/talent evaluation for the doctorate/qualification in arts programs, and those who receive at least 70% in the general success grades shall be accepted to be successful. The ranking of the successful candidates shall be arranged by the interview jury according to the general success scores. If the general success scores are equal than the interview/talent evaluation of the candidates shall be taken into consideration.

(5) Up to 50%, at most the quotas identified for the main branch of science/main art branch, may be determined by taking into consideration the general success scores of the reserves. Reserve candidates, by taking into consideration the general success listing, shall be accepted into program to replace the primary candidates who have earned to right to enroll in the program but fail to register within the period specified in the academic calendar and lose their rights.

Scientific/artistic preparatory programs

Article 14- (1) This is a maximum of two semester program arranged for those who are successful in the general success evaluation in the master's degree, doctorate/qualification in art programs, those who have completed their graduate or their master's programs in fields other those they have applied for or in another institute of higher education outside of the university, with the decision of the board of directors of the institute based on the views of the department of main branch of science/main arts branch.

(2) Those to whom it is deemed necessary to attend the scientific/artistic preparatory programs, shall register with the related classes and applied studies and attend them and must succeed in these lessons. Students attending the scientific/artistic preparatory programs may take programs in addition to these programs with the recommendation of the head of the main branch of science/main arts branch.

(3) The lessons taken under the scope of scientific/artistic preparatory program shall not be counted towards the lessons envisioned in the primary program.

(4) In order for the student to begin the master's program he/she has been accepted to must be successful in the preparatory lessons he/she is attending. In order to be considered successful in one lesson the master's program students must receive at least C1 and the doctorate/qualification in arts students must receive at least B2 grades. Students who are not successful in the lessons of the two semester preparatory programs shall be severed from the institute.

(5) The time spent following scientific/artistic preparatory program shall not be counted towards the normal education period. This period may not be extended beyond the semester leaves.

Registration with the Institute

Article 15 - (1) The list of the candidates who have earned the right to register with the master's degree programs shall become final with the decision of the board of directors of the institute. The directorate of the institutes shall announce the results. The registrations shall be conducted on the dates accepted by the Senate and announced in the Academic Calendar of the Institute. The successful candidates shall submit the required documents required by the board of directors of the institute within the prescribed period and complete their registrations, The candidates who do not complete their registration within the prescribed period shall forfeit their rights. Candidates on the reserve list shall be accepted into the program in place of such candidates according to their success evaluation listing.

Acceptance of students through horizontal transfer

Article 16 –(1) Successful students who have completed at least one semester in a master's degree program in the university or in any other institute of higher education may apply for horizontal transfer to another master's degree program conducted in the university .In order to accept the application, there must be quotas for students in the related main branch of science/main art branch, must have the qualifications to be accepted to a master's degree program, and must have undergone at least one semester in the master's degree program and obtained the grades in every lesson specified in sub-paragraph © of the second paragraph of article 24 of this regulation and achieved the necessary academic averages. The board of directors of the institute shall make the necessary enrollment of the student whose horizontal acceptance has been found appropriate with the recommendation of the main branch of science.

(2) For any student studying in the master's program to be able to apply for a doctorate/qualification in art program, he/she must have successfully completed at least seven lessons in the master's program he/she has taken , and the academic average for post graduate education should be at least 3.5 and for graduate education 3.0 in addition meeting the conditions stipulated by the related main branch of science. If the post graduate academic average is above 3.80 the graduate general academic average shall not be taken into consideration. The periods allowed for the students accepted with graduate degrees shall be given to these students and the period they spend in the post graduate program shall be counted towards their education period.

(3) In order for the students who have been accepted into the doctorate/qualification in arts program with graduate degrees to make a horizontal transfer to another post graduate program being conducted in the university they must have successfully completed at least seven lessons and have an academic average of at least 3.00 in addition to meeting the academic conditions stipulated by the concerned main branch of science. The period spent in the doctorate program by the student whose request for horizontal transfer has been accepted shall be counted towards his/her education period.

(4) Transfers may not be made from a post graduate program without thesis to a post graduate program with thesis.

(5) Only the students who are at the stage of taking lessons may apply for horizontal transfer to the post-graduate programs of the university.

Acceptance of special students

Article 17 – (1) Individuals undergoing programs or post graduate programs at any institute of higher education or those who have completed all these but want to acquire broader knowledge and skills in specific topics may be accepted as special students with the views of the main branch of science/main arts branch and approval of the board of directors of the institute and attend the specific lessons. Students of this status may take two lessons, maximum, in a semester. These students must meet all the requirements of the lessons they are taking just like the full time students and fulfill all the requirements called for by the lessons.

(2) Special students may not benefit from the students' rights.

(3) Special students may not be accepted into classes which do not have full time students. The PhD programs for medical students is outside of the scope of this requirement.

Acceptance of the candidates residing abroad

Article 18 – The acceptance to the post graduate programs of the Turkish citizens living abroad or the foreign national students shall be determined by the Senate based on the views of the main branch of science/main arts branch and the proposal of the board of directors of the institute.

PART FOUR

Registration Renewal, Examinations and Evaluation

Registration renewal

Article 19- (1) The students, at the start of every new year, must have their programs made and renew their registration on the dates specified in the academic calendar. The students after selecting the lessons determined to be given by the institute together with their advisors, shall enter the lessons thus selected onto their slips and submit this to the institute together with the receipt evidencing payment of the student contribution share. The registration of the student will not be considered renewed without completing these formalities.

(2) Lessons with a maximum of 16 credits may be taken in one semester.

(3) With the recommendation of the main branch of science/main arts branch and the decision of the board of directors of the institute the students may take post graduate programs from other in-county or foreign institutes of higher education. Except for the lessons from out of country universities taken under the scope of student exchange programs, the lessons taken from other institutes of higher education shall not be considered mandatory lessons and shall only be treated as selective lessons.

(4) Unless there is an excuse accepted by the board of directors of the institute, the student must have the program prepared himself/herself. The student who is not able to have his/her program completed within the period specified in the academic calendar owing to his/her excuse, may have his/her program made during the period when the students take/drop lessons if the excuse is accepted by the board of directors of the institute. If the student is not able to have the program accomplished within this period also the student may have program completed in the semester following this period, on a one time basis. Otherwise, the student shall be severed from the institute, The period lost because of his/her inability to have the program done shall be counted towards his/her education period.

Taking and Dropping Lessons

Article 20 –(1) Students who have had their programs made at the start of the semester with the approval of their advisors, may add other lessons to their programs covering some of the lessons opened in that semester by obtaining the views of the adviser or may drop some of the lessons from his/her program during the days for taking/dropping lessons specified in the academic calendar.

(2) Even if the student has credit transfer lessons, he/she must get at least half of the total credits from his/her own program

Credit transfer

Article 21 – The post graduate lessons taken by the student in the last three years from in-country and foreign institutes of higher education prior to registering with the institute, including the post-graduate lessons taken in the status of special student, may be transferred to the program he/she is registered in with the views of the adviser, recommendation of the main branch of science/main arts branch and the decision of the board of directors of the institute. The lessons taken in out of country universities under the scope of student exchange program, which are equivalent or may be counted as such be entered in the students transcript and those which are not considered equivalent or not counted toward such lessons shall be treated as selective lessons with its own code and name and entered in the transcript as such.

(2) Except for horizontal transfers, credits obtained during any post graduate program and considered to be valid for this program may not be transferred to the doctorate/qualification in arts programs.

Mandatory Attendance

Article 22- (1) Attendance in theoretic and applied lessons is mandatory. Students who do not attend more than 20% in the theoretic and applied lessons shall not be allowed to take the examination for that lesson(s) and shall be given a “F1” grade.

Examinations

Article 23 – (1) Examinations to be conducted throughout the year are the following:

- a) Interim Examination: Interim examinations may be conducted during lessons. Projects, tasks, and studies such as laboratory, workshop and the like may be counted as interim examinations.
- b) General examination: A general examination on a lesson shall be conducted at the end of the semester when that lesson is completed. The student who takes that lesson into his/her program and fulfills the attendance requirement must take the general test on the date and at the time specified for that lesson. The student who does not take the general examination shall be given an F2 grade.

- c) Excuse examination: Excuse examinations may be use in lieu of interim and general examinations. The student whose excuse has been accepted with the decision of the board of directors of the institute shall use his/her interim examination rights during the same semester and his/her right to take the general examination within one month after the completion of the general examinations. The date of the interim examination shall be determined by the board of directors of the institute upon the proposal of the heads of main branch of science/main arts branch.

Lesson success grade

Article 14 –(1) The student’s rate of success in a lesson shall be determined with the lesson success grade. The lesson success grade shall be obtained by the joint evaluation of the scores obtained by the student in the interim examinations, applied studies, tasks together with the results obtained in the general examination. The effect of the evaluation on the lesson success for the semester may be 50% at most.

- (2) The points, grades, and coefficients that express the lesson success status and their meanings are given below..

a) Points	Grades	Coefficients
90-100	A1	4.00
85-89	A2	3.50
75-84	B1	3.00
70-74	B2	2.50
65-69	C1	2.00
60-64	C2	1.50
55-59	D1	1.00
50-54	D2	0.50
0-49	F3	0.00

- b) Additionally the letter grades shall mean the following

- 1) G: Successful in lessons without credit
 - 2) K: Not successful in lessons without credit
 - 3) F1: Not entitled to take the general examination due to absenteeism, failed
 - 4) F2: Did not take the general examination although he/she was entitled to, failed.
 - 5) F3: Took the general examination, failed
 - 6) H: This means an excuse given with the decision of the board of directors of the institute to the students who did not take the general examination because their excuses were accepted by the institute.
 - 7) E: This grade is given to students who took the general examination but who could not complete their semester studies due to compelling reasons. The student must make up for this within one month, at the latest, after the completion of the general examination period. Otherwise, his efforts for the semester will be accepted as zero (0) in the calculation of the student’s lesson success rate.
- c) In order to be successful in a lesson the post graduates students must obtain C1 grades and the doctorate/qualification in arts students must obtain B2 grades at the least.
- d) When necessary, upon the joint recommendation of the head of the main branch of science/main arts branch and the advisor and with the decision of the board of directors of the institute the student may be allowed to change his selective lesson in which he/she is not successful with another selective lesson.

Objection to the results of the examination

Article 25- (1) The student who has objections to the results of the examination on grounds that there are errors in the result by applying in writing to the related main branch of science/main arts branch within two weeks as of the date of the announcement. These objections shall be conveyed to the instructor responsible for the lesson.. If errors are observed as a result of the review conducted necessary corrections will be made and notified to the directorate of the institute. The grade given by the instructor responsible for the lesson shall be final.

Calculation of the academic average

Article 26 – (1) Multiplication of the credit for that lesson with the coefficient of the success grade gives the average points for that lesson. The academic average is found by dividing the total of the average points the student received as of the registration of the student with the master’s program by the total credits for the same lessons. In this calculation two digits will be carried after the comma. The “G” and “H” grades the student received shall not be taken into consideration in the calculation of the academic average.

Severance

Article 27 – (1) while continuing with the master’s program:

- a) the student who does not renew his/her registration consecutively or intermittently,
- b) the student who is not successful at the end of the scientific/artistic preparatory program,
- c) The students who cannot drop the number of lessons they are not successful in the master’s program without thesis/work of art report to four or below at the end of the fourth semester, and those who are not successful in all the lessons until the end of the sixth semester or those whose academic averages are below 2.50 although they are successful in the lessons,
- c)The student who has entered master’s or the doctorate/qualification in arts programs with a master’s degree but is not able to complete the minimum required lessons by the end of the fourth semester and those who have entered the program with a graduate if they are not successful in completing the minimum required lessons by the end of the sixth semester , or those who are not able to achieve an academic average of 2,50 in the master’s program and an academic average of 3.00 in the doctorate/qualification in art programs though they are successful in the lessons,
- d) The student whose doctorate/qualification in art thesis/report on work of art in the qualification for arts is not found successful by the thesis monitoring committee twice in a row or for a total of three times,
- e) Student is has not been successful in the field of expertise lesson twice in a row or three times intermittently,
- f) The student who is not successful at the end of the foreign language improvement period,
- g) the student who has failed twice in the doctorate/qualification in arts examination,
- g)the student whose proposal to work on a doctorate/qualification in arts theses/report on work of art in qualification of arts has been rejected twice by the jury,
- h) The student whose thesis/report on a work of art or whose report on qualification in works of art has been rejected,
- i) The student who has not submitted the corrected thesis/report on work of art or the report on work of art in qualification of arts was not turned in to the jury on time and consequently could not take the defense examination,
- i)The student whose post graduate thesis proposal has not been accepted by the week of the third semester program,
- j) The students who are not able to compete their programs within the prescribed periods,
- k) The student who is not successful in the lessons required to be taken by the qualification committees after the doctorate/qualification in arts examination,
- l) the students who have received the penalty of expulsion from the Institution of Higher Education.

PART FIVE

Post Graduate Program with Thesis/Report on Work of Art

Purpose and Scope

Article 28- (1) The purpose of the post graduate program with thesis/report on a work of art is to encourage the student to conduct a scientific research or to do artistic work. To have access to information, to evaluate and interpret the information the student has accessed in addition to giving the specific information and skills in the field of science or in art.

- (2) A student taking a post graduate program in a given field of art shall prepare a thesis or prepare a report on a work of art instead of a thesis, in addition to lessons. Seminars, and applied studies.
- (3) The post graduate program with thesis/report on a work of art, is comprised of at least seven lessons, seminar lesson and lessons in the field of specialty for a total of not less than 21 credits. The seminars and fields of expertise lessons shall not have any credits and will be evaluated as successful, or not successful. The student must register with the thesis studies as of the start of the third semester at the latest.
- (4) A maximum of two lessons that the post graduate student will be taking may be selected from among the graduate lessons provided that he/she did not take them during the graduate program.
- (5) The post graduate program with thesis may be conducted as one of the programs conducted in the institute and/or in the university or conducted jointly with in equivalent in-country/foreign universities.

Duration

Article 29 – (1) The completion period of the post graduate program with thesis/report on a work of art is a minimum of three years and maximum of four years.

- (2) The student who does not complete the lessons with credits and the seminar lesson at the end of four semesters or whose academic average is below 2.50 although the student is successful shall be severed.
- (3) The student who has completed his lessons and seminar lesson and has obtained an academic average above 2.50 but who could not enter thesis defense examination because he/she did not complete the thesis by the end of the fourth semester may be granted an additional two semester with the decision of the board of directors of the institute based on the recommendation with justification by the concerned main branch of science/main arts branch. The student who does not complete the thesis/report on the work of art by the end of this period and take the defense examination shall be severed from the institute.

Proposal for post graduate thesis/report on a work of art

Article 30 - (1) The subject and the likely title of the thesis/report on a work of art shall be determined by the student, his/her advisor, and the head of the main branch of science. After the academic board of the concerned main branch of science evaluates the thesis/report on work of art proposal prepared by the student under the supervision of the adviser, the main branch of science shall notify the institute by the end of the second semester, at the latest, as of the date the student begins the post graduate program. This proposal shall become final with the decision of the board of directors of the institute. Changes desired to be made on the thesis/report on a work of art may be made with the decision of the board of directors of the institute. The student who does not submit his/her thesis proposal by the week of the third semester program shall be severed from the institute.

Constitution and meeting of the jury for the Post graduate thesis/report on a work of art defense examination

Article 31- (1) A student in the post graduation programs with thesis/report on a work of art program must write his findings in the format according to the thesis writing rules of the institute and must defend his/her thesis/report on a work of art in front of the jury.

(2) The jury for the post graduate thesis/report on a work of art defense examination, the date and location shall be determined by the board of directors of the institute based on the recommendation of the academic board of the concerned main branch of science/main arts branch. The jury shall be comprised of five primary members, one of which shall be the student's adviser, at least one member from another main branch of science/main art branch of the university, one from another institute of higher education; and two alternative members of the faculty one of which shall be from another main branch of science/main arts branch of the university and the other from another institute of higher education, if a faculty member is not available an instructor with a doctorate degree or an instructor who has been qualified to teach art. One of the jury members must be from outside of the main branch of science/main arts branch. When

found necessary by the board of directors of the institute the jury may be comprised of three members. Two alternate jury members must be identified in this case also. If the jury is comprised of three members the second thesis adviser may not be a member of the jury.

(3) At least one month prior to the defense examination of the thesis/report on a work of art bound copies of the defense shall be submitted to the head of the main branch of science/main arts branch to be given to the primary and alternate jury members and one copy in CD format shall be submitted to the institute. The thesis, report shall be delivered to the jury members at least fifteen days in advance by the head of the main branch of science/main arts branch

(4) For thesis conducted jointly with in-country and foreign universities the second adviser appointed by the other university shall not be considered as a jury member outside of the main branch of science/main arts branch.

Post graduate thesis/report on a work of art defense examination

Article 32- (1) The thesis/report on a work of art defense examination shall be comprised of the presentation of the thesis/report followed by a question/answer session. The purpose of the examination is to evaluate the knowledge, interpretation and synthesis ability of the candidate on the subject he has prepared. The defense examination shall be conducted open to the listeners and the date and location of the examination shall be announced at least fifteen days in advance by the main branch of science/main art branch. The examination may last for 60 minutes at the least and for 90 minutes at the most.

(2) The head of the main branch of science/main arts branch shall invite the alternate members to replace the primary members who could not participate in the defense examination owing to their excuses. The examination shall be conducted with the full participation of the jury members. If the examination cannot be held on the date announced a report shall be prepared to this effect and submitted to the institute and a second examination shall be conducted within fifteen days. If the jury members cannot come together for the second time the board of directors shall decide on the action to be taken.

(3) After the completion of the thesis/report on a work of art defense examination, the jury shall convene, closed to the listeners, and decide to accept, correct or reject the thesis with absolute majority. The individual report of the jury members and the jury decision shall be submitted to the directorate institute through the head of the main branch of science/main arts branch, within three days, at the latest.

(4) The student whose thesis has been accepted shall prepare the thesis, finalized with the recommendation of the jury members, in the format of the thesis regulations of the institute and have it bound and submit the product to the institute within one month at the latest.

(5) The student whose thesis was decided to be corrected shall be given an additional period of one month with the decision of the board of directors of the institute. The student shall make the necessary corrections during this period and shall defend his/her thesis for the second time before the jury on the date and the place notified by the main branch of science/main arts branch to the institute. If the thesis/report on a work of art is not accepted at this examination also the student shall be severed from the institute. In principle, the jury shall be made up of the same members who were in the first jury.

(6) The student whose post graduate thesis/report on a work art has been rejected shall be severed from the institute.

PART SIX

Post Graduate Program without Thesis/Report on Work of Art

Purpose and Scope

Article 33- (1) The purpose of the post graduate program without thesis/report on work of art is to give the student comprehensive knowledge on the profession and to give him the ability to apply this knowledge and gain experience.

(2) Post graduate programs without thesis aimed at preparing the secondary school field teachers shall be executed under this program except for the decisions of the Higher Education Board that directly applicable.

(3) A second post graduate program may be conducted with the post graduate program without thesis/report on a work of art. Provided that the total credits are not less than 30, this program shall be comprised of at least 10 lessons and one term project. There shall be no credits for the term project and shall be evaluated as successful or not successful. The student is obliged to register with the term project in the semester he is taking the term project and must submit a written report at the end of the semester.

- (4) Provided that the student has not take the lessons during his/her graduate period he/she may select three lessons, at most from the graduate program .
- (5) Instructors may not register with the post graduate programs without thesis.

Duration

Article 34 (1) The completion period for the post graduate program without thesis/without report for a work of art, is at least three semesters and at most four semesters.

(2) If the number of lessons the student has not taken at the end of the fourth semester and/or the number of lessons he/she has not been successful in, including the term project are more than four, the student shall be severed.

(3) If the number of lessons the student has not taken at the end of the fourth semester, including the term project, is less than four and/or is successful in all the lessons but his/her general academic average is below 2.50 the student shall be granted an additional period of two semesters. The student who is not successful in all the lessons at the end of this period or is successful but his/her general academic average is below 2.50 shall be severed from the institute.

PART SEVEN

Doctorate/Qualification in Arts Program

Purpose and Scope

Article 35- (1) The purpose of the doctorate/qualification in arts program is, to provide the opportunity for the student receive all the necessary information in the field of his study, to conduct independent research, to examine and interpret scientific findings and events in broad and deep perspective and to gain the necessary skills to reach a synthesis or to demonstrate high level creativity and to create a work of art through application.

(2) The doctorate/qualification in arts program may be conducted in one of the programs executed by the institute and/or through joint programs executed with other in-country or foreign institutes of higher education.

(3) The doctorate/qualification in arts program is comprised of lessons, qualification examination, thesis/proposal to work on qualification for arts work, thesis preparation/study on work of artwork and defense of the thesis and the study on work of art.

(4) It may be conducted as qualification in arts “thesis” or “study of art for qualification in arts”.

(5) The student who has been accepted to the doctorate/qualification in arts program with a post graduate degree must successfully complete at least seven lessons with at least 21 credits; the student who has been accepted into the program with graduate degree must successfully complete at least 14 lessons with at least 42 credits within the periods envisioned.

(6) The graduate lessons to be taken by the doctorate/qualification in arts student shall not be counted towards the required lessons and the credits.

Duration

Article 36 - The completion period of the doctorate/qualification in arts program for the students who have been accepted to the program with post graduate degrees shall be at least six and at most eight semesters; for the students accepted into the program with graduate degrees shall be at least eight and at most ten semesters.

(2) The successful completion period of the lessons with credits necessary for the doctorate program for the students who have been accepted into the program with post graduate degrees shall be at most four, and for the students accepted into the program with graduate degrees shall be at most six semesters. The students who is not able to complete all the lessons successfully within this period or the student who is successful in all the lessons but whose academic averages is below 3.00 shall be severed from the institute.

(3) The student who has successfully complete all the lessons, who was found to be successful in the doctorate/qualification in arts examination, and whose thesis/study on work of art proposal was accepted, must prepare a thesis/qualification in arts study under the supervision of the monitoring committee and to take the examination to defend his/her thesis work of at report.

(4) If the student, accepted into the program with a post graduate degree is not able to complete his/her thesis/report on a work of art until the end of the eight semester; for a students with graduate degree by the end of the tenth semester; and is consequently not able to take the examination to defend the thesis

or the report on art, shall be granted four semesters at most, with the approval of the board of the directors of the institute and the recommendation of the related main branch of science, to defend his thesis before the jury.

Proficiency in foreign language requirement

Article 37- (1) In order for the student who has successfully completed the doctorate/qualification in arts lessons to enter the doctorate/qualification in arts examinations he/she must obtain at least 50 points out of 100 in the

Intra-university Board Foreign Language Examination, or the points specified by the Senate or must be successful in one of these (KPDS, TOEFL, IELTS) whose equivalency is determined by the Intra-University Board.

(2) Foreign national students shall be administered an examination in a foreign language other than their mother tongues or in Turkish. The foreign language examinations of the foreign national students shall be conducted in the manner outlined by the Intra-University Board.

(3) Doctorate students who do not meet the foreign language requirements shall be granted one calendar year in order to improve their foreign language(s) and the students who are not successful at the end of this period shall be severed from the institute. This period shall not be counted towards the academic period.

Doctorate/qualification in arts examination

Article 38 – (1) The intent of the doctorate/qualification in art examination is to see if the student has the comprehensive knowledge on the subjects of the doctorate/qualification in art and has the ability to make synthesis and be creative. The doctorate/qualification in arts examination shall be conducted twice a year, this being in June-July and December-January. The student who has successfully his/her lessons and has demonstrated proficiency in a foreign language shall be given the doctorate/qualification in art examination in the first ensuing examination period.

(2) The doctorate/qualification in arts examination shall be arranged and executed by a doctorate qualification in arts qualification committee, comprised of five members who have been identified and recommended by the main branch of science/main arts branch and approved by the board of directors of the institute. The committee may recommend the composition of a jury in order to prepare, administer and evaluate the examinations in different fields.

(3) The student who was accepted into the doctorate/qualification in arts program with a post graduate degree must take the qualification examination by the end of the fifth semester at the latest; and the student who was accepted into the program with a graduate degree must take the qualification examination by the end of the seventh semester, as of the date of his/her registration with the program. The student who doesn't take the doctorate/qualification in arts examination within the specified periods, without any excuse, shall be severed from the institute.

(4) The doctorate/qualification in arts examination shall be conducted by a jury of five people identified and recommended by the academic board of the main branch of science/main arts branch and appointed by the board of directors of the institute. The jury shall be comprised of five primary members, one of which shall be from another institute of higher education and two alternate members, one of which shall again be from another institute of higher education. A member from another institute of higher education should participate in the examination.

(5) The doctorate/qualification in arts examination shall be conducted in two sections as written and oral. The doctorate/qualification in arts jury shall evaluate the student's performance in the written and oral examination and determine, with absolute majority, if the student is successful or not.

This written decision, with justifications, shall be submitted by the main branch of science/main arts branch with a report to the directorate of the institute.

(6) When found necessary by the doctorate/qualification in arts committee, it may ask the student who was successful in the qualification examination, to take three more lessons, at most. The student who is not able to successfully complete these extra lesson(s) during the two semesters following the qualification examination or whose academic average in these lessons is not 3.00 or above shall be severed from the institute.

(7) The student who was not successful in the doctorate/qualification in arts examination shall be re-examined in the next term. The student who is not successful in this examination also shall be severed.

Thesis/study of work of art in qualification of arts

Article 39- (1) The student who has successfully completed his/her lessons, who is successful in the qualification examination and whose thesis/study on a work of art for qualification in arts proposal has been accepted shall prepare his/her thesis which either introduces innovations in science, or which develops a new scientific method, or which applies the known method in a new field, or creates an original work of art, develops an original project, executes/directs a recital which requires superior performance and creativity, or puts on stage/directs a drama which requires superior performance and creativity, or the report which explains the work of art under the supervision of the thesis monitoring/qualification in arts study committee within the period specified in this regulation.

(2) The institutes shall make arrangements to insure that the thesis/qualification I arts report are prepared according to the highest scientific quality and with principles of ethics and the board of directors shall evaluate the complaints and problems related with the thesis preparation process. The board may request to examine the records on the thesis/qualification in arts work of art for this purpose.

Thesis/qualification in arts monitoring committee

Article 40 – (1) A thesis/qualification in arts monitoring committee, identified by the doctorate qualification committee and recommended by the main branch of science and appointed by the board of directors of the institute, within one month for the student who was successful in the doctorate/qualification in arts qualification examination.

(2) The thesis/study on a work of art for qualification in arts monitoring committee shall be comprised of three members of the faculty. Besides the thesis/study on a work of art for qualification in arts advisor, one member from within and without the concerned main branch of science/main arts branch shall be in the committee. The second thesis adviser and the adviser appointed by another university for programs executed jointly with other universities may participate in the committee meetings.

(3) In the programs conducted jointly with universities abroad or for students who have been granted leave to perform their thesis/qualification in arts report abroad, the adviser or the second adviser appointed by the institute from which the student was sent, shall prepare the report, which will constitute the basis for the thesis/qualification in arts report monitoring committee, to the heads of the main branches of science/main arts branch prior to the meetings. The head of the main branch of science shall be responsible for the delivery of this report to the committee. The thesis/qualification in arts monitoring committee shall evaluate this report and attach this report to its own report.

(4) Pursuant to the constitution of the thesis/qualification in arts monitoring committee, changes in the membership of the committee may be made with the justified recommendation of the concerned main branch of science/main arts branch and the approval of the board of directors of the institute.

Defense of the thesis/study of a work of art for qualification in arts

Article 41- (1) The student who was successful in the doctorate/qualification in arts examination shall verbally defend his thesis/study on a work of art for qualification in arts proposal before the thesis/study on a work of art qualification monitoring committee within on the purpose of the research he/she will be doing, the method he/she will be employing, and working plan within six months as of the date of the qualification examination. The student shall submit a written thesis proposal report within fifteen days, at the latest, as of the verbal defense, to his/her thesis/study on a work of art adviser, who in turn shall submit this proposal to the members of the committee.

(2) The thesis/study on a work of art for qualification in arts monitoring committee shall review the report submitted by the student and shall invite the candidate to defense examination. The examination shall be open to listeners. At the end of the examination the committee shall either accept or reject the proposal. The decision shall be made with absolute majority. This decision, with justifications, shall be submitted with a report by the main branch of science/main arts branch to the directorate of the institute.

(3) The student whose thesis/work of art proposal has been rejected has the right to choose a new adviser and a new subject for his/her thesis. In such a case, a new thesis/study on a work of art for qualification in arts monitoring committee may be constituted. The student who wants to continue with the same adviser shall be given an examination to defend his /her thesis/work of art study within three months; the student who replaces his adviser and changes the subject of his thesis/work of art study shall be invited to take the examination to defend his thesis within six months. The student whose thesis/study on a work of art for qualification in arts has been rejected for the second time shall be severed from the institute.

(4) After the thesis/study on a work of art for qualification in arts proposal is accepted, the monitoring committee shall convene at least twice a year, during January through June and July through December. At least fifteen days prior to the meeting the student shall submit a written report to the members of the committee and if required shall verbally defend this report at the committee meeting. This report shall

contain the works that have been performed up to now and the works to be performed in the ensuing term. The committee shall determine if the performance of the student is successful or not. The report of the committee shall be submitted by the main branch of science/main arts branch to the directorate of the institute within three work days. The student whose work has been found unsuccessful by the committee twice in a row or for a total of three times shall be severed from the institute.

Constitution and meeting of the thesis/study on a work of art for qualification in art defense examination jury.

Article 42- (1) The student in a doctorate/qualification for arts program must write his finding in the format required in the regulations and must verbally defend his thesis/study on a work of art for qualification in arts before the jury.

(2) The jury, the date and place for the examination to defend the doctorate thesis/study on a work of art for qualification in arts shall be determined by the board of directors of the instate based on the recommendations of the concerned main branch of science/main art branch. The jury for the committee shall be comprised of five primary members, three of which shall be members of faculty of the student's committee and one member from another university or high technology institute and two reserve members of the faculty.

(3) The thesis/report on the work of art for qualification in arts shall be submitted in nine copies, printed and bound, to be submitted to the primary and reserve jury members to the main branch of science/main arts branch and one in CD format to the institute at least one month prior to the examination date.

Defense examination for doctorate/report on the study of a work of art for qualification in arts.

Article 43- (1) Within one month, at the latest, as of the receipt of the thesis/report on a study of work of art for qualification in arts the jury shall convene to give the student the defense examination. The defense examination shall be comprised of the presentation of the report on the thesis and the study followed by a question and answer session. The intent of the defense examination is to measure the student's knowledge on the subject, his ability to interpret and make a synthesis of the knowledge. The defense examination shall be held open to listeners and the date and the location shall be announced by the main branch of science/main art branch at least fifteen in advance. The examination shall last for 60 minutes at a minimum, and for 120 minutes at a maximum.

(2) Reserve members shall be invited by the concerned main branch of science/main arts branch to attend in lieu of the primary members who are not able to attend because of their excuses. The jury members shall attend in full. If the jury meeting is not held on the date announced, a report shall be prepared to this effect and submitted to the institute. A second date for the meeting, with the views of the institute, shall be determined within fifteen days at the latest. The board of directors of the Institute shall determine the action to be taken on the juries who could not convene for the second time.

(3) After the completion of the thesis/study on a work of art for qualification in arts defense examination the jury shall determine, with absolute majority, as to accept, correct or reject the thesis/report closed to the listeners. The individual reports of the jury members and the decision of the jury shall be sent with a report, by the main branch of science/main arts branch, to the directorate of the concerned institute.

(4) The student whose thesis has been accepted shall finalize the thesis, with the suggestions of the jury members, in the format requires by the thesis writing regulation and bind it and deliver it tot eh institute within one month at the latest.

(5) The student on whose thesis/report it was decided to make corrections shall be given an additional period of six months at most, with the decision of the board of directors of the institute. During this period the student shall make the necessary corrections and defend the thesis/report on the study of a work of art for qualification in arts on the date and at the place notified by the main branch of science to the institute. The student whose thesis/report is not accepted at this defense shall be severed from the institute. In principle, the jury members shall be the same as those who were in the first jury.

(6) The student whose doctorate/report on the study of a work of art for qualification in arts is rejected shall be severed from the institute.

PART EIGHT
Excuses and Leaves

Excuses

Article 44- In order for the student to be excused for reasons of health this must be documents with a report obtained from the hospitals of Hacettepe University or with a health report to be obtained from any institute of health and this report must be accepted by the board of directors of the institute. The student whose excuse for reasons has been accepted by the board of directors may not attend the classes and may not enter the examinations. The grades obtained from the examinations taken while on sick leave shall not be valid.

(2) Within one week, at the latest, as of the expiry of the health report/or any other excuse the student must notify the directorate of the institute with a petition explaining the situation evidencing the health report or the situation that led to excuse.

(3) The effect of the health report/excuse to the student's education period, shall be evaluated by the board of directors of the institute when the situation warrants it.

Leaves

Article 45- The student who must suspend his/her education for acceptable reasons, or who obtains a scholarship outside of the university, or research opportunities that will assist his/her education, leave may be granted to the student up to one year with the decision of the board of directors of the institute, provided that the positive views of the adviser and the main branch of science/main arts branch are obtained. With the recommendation of the head of the main branch of science/main arts branch and the adviser, and when found necessary this one year period may be extended for another year with the decision of the board of directors of the institute. Except for emergencies, the student shall avail this leave granted to him/her as of the semester following the date of the decision.

(2) The time spent abroad by the students who are studying within the framework of the student exchange program, shall be counted towards their academic period.

(3) The student who was sent abroad for post graduate education but returned without completing the program for acceptable reasons, may continue their education with the recommendation of the main branch of science/main art branch and the decision of the board of directors. The students who leave the institute temporarily for mandatory military service shall be considered to be on leave.

(4) The period spent on leave shall not be counted towards the academic period.

PART NINE
Graduation and Diploma

Article 46- (1) In order fore the student who has successfully completed all the requirements of a post graduate (master's degree) program to graduate he/she must submit to the institute the following in full;

- a) The jury reports and the statements for the post graduate, qualification in art, doctorate defense examination,
- b) Nine copies of the thesis/work of art report/study of a work of art for qualification in art, prepared in the format stipulated in the regulations of the institute and bound,
- c) Soft copy of the thesis/report on work of art/study of a work of art for qualification in arts/ and the other documents,
- d) All the documents required by the Institute of Higher Education.

(2) After all the related documents and information are submitted to the institute the board of directors of the institute shall review the file of the student and it shall be decided to graduate the student fulfilled all the requirements in full. The diplomas to be given to the graduates are:

- a) Post graduate diploma for post graduate students,
- b) Doctorate diplomas for doctorate students,
- c) Qualification in arts diploma for students in qualification in arts program.

(3) The diplomas shall be prepared in accordance with the provisions of the Regulation on the Preparation of Diplomas, Certificates, Interim Graduation and Other Documents, published in the Official Gazette number 20878, dated 22/05/1991.

PART TEN
Authority and Validity

Situations for which there are no provisions in the regulation

Article 47- On issues of differences in the education programs in the institutes and issues related with education and examinations not contained in this regulation; The Regulation of Post Graduate Education and Training, published in the Official gazette number 22683, dated 01/07/1996 and the provisions of the Regulation on the Organization and functions of the Post Graduate Education Training Institutes, published in the Official Gazette number 17976, dated 03/03/1983 and the decisions of the Senate and related board of directors shall apply.

Rescinded regulation

Article 48 – (1) The Hacettepe University Regulation on Post Graduate Education-Training and Examinations, published in the Official Gazette number 25142, dated 18/06/2003 has been rescinded.

Validity

Article 49- (1) This regulation shall enter into effect on the date it is published.

Execution

Article 50 – The provisions of this Regulation shall be executed by the Rector of the Hacettepe University.

Hacettepe University
Regulation on Undergraduate Education and Examination Regulation

Purpose and Scope:

Article 1 - Student registration, education-training and testing in the faculties and schools of higher education outside of the Faculties of Medicine and Dentistry of Hacettepe University and the Musicology Department of the State Conservatory shall be conducted in accordance with the provisions of this regulation.

For situations where provisions are not found in this regulation, the law number 2547 and the decisions of the Higher Education Board shall apply.

Definitions:

Article 2 – The terms used in this regulation shall mean to connote the following:

University : Hacettepe University,
Rector : Rector of the Hacettepe University
Faculty : Faculties Affiliated with the Hacettepe University
Higher Education School: Higher schools and Vocational Higher Schools Affiliated with Hacettepe University.
Related Board: In Faculties the Board of the Faculty, in Higher Education Schools, the Board of the Higher Education School.
Related Board of Directors: In Faculties the Board of Directors of the Faculty in Higher Education Schools the Board of Directors of the Higher Education School.
Senate : The Senate of Hacettepe University

The Student Contribution Share

Article 3- The students are obliged to pay their contribution share (tuition) in the amounts determined in accordance with the governing laws and on time at the beginning of every academic year. The students who do not pay their contribution share shall not be registered and their registration shall not be renewed.

Registration in the University

Article 4 – Candidates who have become entitled to be students in the faculties and schools of higher education of Hacettepe University shall do their registration with the required documents within the period specified by the Office of the Rector. The candidate who does not do the registration within the prescribed period shall lose his entitlement.

The student who has enrolled with the school must complete his/her formalities by taking the lessons indicated in the education program of the unit he/she has newly registered within the period specified in the academic period in accordance with article 5.

Registration Renewal and Temporary Registration:

Article 5 – At the start of every semester the student, after depositing his/her contribution share, shall renew his/her registration by making his/her lessons program under the supervision of his/her counselor. If the student does not have any excuse that is accepted by the concerned board of directors shall make his/her own registration. The student who does not complete his/her program on the date specified may make his/her program on the days when lessons are taken and dropped if his/her excuse is accepted by the related board of directors. The student doesn't renew his/her registration during this period may renew his/her registration at the start of semester following this period on one time basis only. This right may not be used more than once during the education-training period. Otherwise, the relation of the

student with the University shall be severed. The period lost in this manner shall be counted towards education-training period. The student is entirely responsible for the registration renewal formalities.

If the academic success of the student for the semester cannot be determined due to actual impossible circumstances temporary renewal of registration shall be made for the coming semester for the said student. Even if the registration of the students whose relations have been severed with the decision of the related board of directors or who have to repeat the year due to scholastic failure have been temporarily renewed, these students may not claim vested rights. The student whose relation has been severed shall be reimbursed the tuition he/she has paid for the semester.

Language used as the Medium of Teaching

Article 6 – The language used as the medium of teaching, except for foreign language programs, is Turkish. However, with the proposal of the related boards, and the decision of the Senate, and the approval of the Higher Education Board, some of the programs may be taught entirely or partially (at least 30%) in a foreign language.

Foreign Language Preparatory Program

Article 7 - The students, whose education-training programs are given, entirely or partially, in a foreign language and the students of foreign language education program shall take the “Foreign Language Comprehension Level Test”.

Those who pass the Comprehension Level Test or those who are found to meet the conditions specified in the Hacettepe University Preparatory Education-Training and Test Regulation shall begin the education-training program they have registered in. Those who fail and those who do not take the Comprehension Level Test and who do not meet the qualification requirements shall attend the “Foreign Language Preparatory Class”. The provisions of the “Hacettepe University Preparatory Education-Training and Testing Regulations” shall apply to these students.

Turkish Preparatory Program

Article 8 – Foreign students who pass the Turkish Language comprehension Level Test or who meet the conditions specified in the Hacettepe University Preparatory Education-Training and Testing regulation shall begin the education-training program they have registered in. Foreign students who fail or who do not take the “Turkish Language Comprehension Level Test” shall continue in the Turkish Preparatory Class. The provisions of the Hacettepe University Preparatory Education-Training and Testing Regulations” shall apply to these students.

Types of Education-Training

Article 9 – Formal education shall be given in the units affiliated with the university. However, with justified proposals from the related boards, the decision of the Senate, and the approval of the Higher education Board secondary education, distant, extended, open and external education may also be given.

Education-Training Periods

Article 10- The education-training shall be arranged according to semesters. However, based on the proposal by the related board the Senate may decide to have a lesson taught for two semesters (one year).

The academic year is comprised of two semesters one in the autumn and the other in the spring. One semester is comprised of at least 14 (fourteen) weeks. When found necessary, the senate may change this period. The registration and the general examination periods are outside of this term. In addition to the autumn and spring semesters, training and summer courses or summer period may be opened. Based on the recommendation of the concerned boards, the duration of the training and summer courses and the implementing guidelines shall be arranged with the decision of the Senate. The summer classes shall be

opened in accordance with the principles and the guidelines stipulated in the Hacettepe University Summer Classes Education-Training Regulation. The academic calendar containing the registration, education-training and testing periods shall enter into effect every year with the approval of the Senate.

Education-Training Period and Additional Periods

Article 11- The students must complete the two year graduate programs in four year maximum, and the four year graduate programs in seven years maximum. The students whose normal academic terms are five years must complete their education within eight years. The time spent in the Foreign Language-Turkish Language Preparatory Programs and the periods specified in articles 35 and 36 of this Regulation shall not be taken into consideration in the calculation of the education period (term). The periods of the students who have received punishments of suspension from University shall be counted towards their education periods. The student shall pay contribution fee (tuition) for this period.

The following provisions shall apply to the students who are not able to graduate at the end of their maximum education periods:

If the total number of lessons which the student never took and/or took but never earned the right be tested on it because he/she did not full the attendance requirement exceeds five the student shall be expelled.

For the student remaining outside of paragraph (a), who was not successful at the end of the maximum education period although he/she fulfilled the requirement of attendance shall be granted two additional examination rights, regardless of the total number of lessons in which he/she was unsuccessful. If the student, at the end of these examinations, cannot reduce the number of lessons in which he must be successful to graduate, including those he never took into his/her program and because he/she did not fulfill the requirement of attendance to five shall be expelled from school.

This paragraph is cancelled (3)

3) The student, who at the end of the end of the maximum education period, reduces the number of lessons he must be successful in to four or five in order to graduate without using his right of additional examination, shall be granted an additional four semesters if he/she applies in writing to the concerned board of directors before the start of the ensuing semester. If the student is not able to reduce the number of lessons he/she is not successful in to three or less at the end of the additional period granted shall be expelled.

4) The student whose number of lessons that he/she must pass is at most three for him/her to graduate at the end of the maximum education term or through the use of the additional examinations and additional periods specified in paragraphs (b), (c), and (d) he/she shall not be expelled and shall be granted unlimited rights. He/she shall be given the right to enter the examinations on the condition that he/she attends the classes of these lessons.

If the student who has become entitled to use his/her unlimited rights to examination after completing his/her maximum education period does not enter the examinations for three academic year either consecutively or through intervals shall be considered to have defaulted his/her rights to unlimited examination and his/her relations with the university shall be severed.

b) To the student who is successful in all the lessons of the relevant program or is considered to be successful but cannot graduate because his/her academic average is below 2.00 shall be given unlimited examination rights from any lesson he/she wants in the last four semester in order to raise his/her academic average. The student shall submit a petition to the relevant board of directors at least two weeks prior to the general examination term as to for which lessons he/she will be using his/her rights to unlimited examination. A student in this situation may benefit as a student until he/she completes his/her maximum education term.

c) The student who is not successful in the semester that he/she repeated and is therefore severed from the school in accordance with article 26 and 27 of the regulation shall be granted one each additional examination rights for at most three lessons of his/her choice indicated in the petition from the lessons in the last two semesters in which he/she received below C1 but fulfilled the requirement of attendance

The scores received from these examinations shall be evaluated as end of the year scores and the student who is considered successful according to this regulation shall continue his/her education from where he/she left off. The period in which the student used his/her additional examination rights shall not be counted towards his/her education-training period.

In order for the students, who have not been successful in the repeated semester and have been severed, to benefit from additional examination rights they must apply with a petition to the related board of directors two weeks prior, at the latest, to the general examination period following the semester in which they were severed.

Education Programs

Article 12- The education program containing the recommendation of the related departments, main branch of science/main arts branches, shall be submitted to the Senate after the decision of the related boards. The changes for the next academic year shall be identified in the same manner in the month of May. Except for the mandatory common lessons, programs with 5 year education should cover at least 160 credits, four year education programs at least 128 credits and the programs of vocational schools of higher education should cover 64 credits.

The education program shall consist of theoretic lessons and/or applied (seminars, workshops, laboratories, clinic studies, field applications, school applications, etc.) . Based on the recommendations of the related boards, the Senate shall decide as to for which lessons applications will be made or which application shall be considered a lesson,

Apprentice training may be conducted in the public and private agencies accepted by the related board of directors for programs which require apprentice training. When necessary, the boards of directors may delegate this authority to the concerned unit. However, these practical and apprenticeship lessons, which are accepted as continuations and supplementary to the theoretic lessons and constitute a whole, shall be conducted under the supervision of the members of the faculty of the concerned faculty and the schools for higher education or by the personnel tasked to do the monitoring by the said individuals.

Education programs shall be arranged to achieve a total of a minimum of 15 credits or maximum 19 credits a week . The common mandatory lessons (Turkish Language, History of the Principles of Ataturk and his Revolutions, Foreign Language lessons of the programs not related with foreign language preparatory classes) are not included in this limitation These limitations may change with the decision of the Senate.
(1)

Student Counsel

Article 13- The head of the concerned department head shall appoint and advisor for each student. The advisor shall monitor the student and assist the student in his/her education-training works and the problems related with university life. Registration renewal of the student, the student's acquiring and dropping of lessons shall done with the approval of the advisor.

In order to provide effective student counseling a "Student Monitoring File" shall be maintained at each unit.

Article 14- Lessons with and without credit are contained in the education programs as mandatory, selective, with prerequisite, and common mandatory lessons. The credit of a lesson represents what is obtained from one hour per week of theoretic lesson, 1 to 3 hours of seminar, 2 to 4 hours of laboratory (workshop or clinic) studies and similar applications.

Mandatory Lessons: Are the lessons contained in the education programs and those in which the student must be successful in order to graduate.

Selective Lessons: Are divided into two as selective lessons and those that the student has an option to choose from .

Selective lessons related with the program: are the lessons contained in the education program in which the student is registered and are suggested specific lessons or those which are among the lesson groups which the student must take and be successful in.

Optional selective lessons: Are the lessons not contained in the education program the student is registered and is not required to select in order to graduate but are the lessons taken by the student in order to increase his knowledge and general culture and selected with the approval of the advisor. Optional selective lessons

may not be counted towards the selective lessons related with the program but must be successful in when selected.

Prerequisite Lessons: Are the lessons which require the student to be successful in the lessons contained in the sub-semester or years and/or which require the fulfillment of the required attendance in class. Prerequisite lessons are determined with the recommendations of the related boards and the decision of the Senate.

Common Mandatory Lessons: Are the History of Ataturk's Principles and Revolutions, and the Foreign Language lessons which are not part of the programs of the Turkish Language and foreign language preparatory classes.

Taking and Dropping Lessons

Article 15- Prior to the start of each semester, the student shall determine the lessons he/she shall; be taking under the supervision of the advisor within the period prescribed in the academic calendar and the method specified by the Office of the Rector.

The student must at first take the lessons he/she was not successful at the start of the semester and which he/she must repeat and take. Except for the prerequisite lessons, the student may take lessons from the coming semester/year program within the limits of his/her credits and with the approval of his/her advisor. The total credits of the lessons taken in this manner (excluding the common mandatory lessons) may not exceed 22. However, in case of graduation, this limit may be exceeded, provided that it does not exceed 25 in the two consecutive semesters, with the decision of the concerned board of directors.

The student who has his/her program completed with the approval of his/her advisor may obtain new lessons, again with the approval of his/her advisor on the dates specified for taking and dropping lessons in the academic calendar and may drop lessons except those that he/she must repeat or take.

After the lessons taking and dropping days the student may not be assigned other lessons in any way whatsoever nor may the lessons be dropped.

The student may not take the lessons he/she has not registered for in the required manner within the prescribed period and may not take the examinations for these lessons and even if he/she did take the examinations his/her grade will be cancelled.

The student beginning his/her first year in the university is obliged to take all the lessons for the semester he/she is registered.

Attendance in Class

Article 16- Attendance in class and applications is mandatory. Students who do not attend more than 30% of the theoretic classes and more than 20% of the applied classes may not take the general examinations for those lessons. The list of the students who may not take the examination because of their lack of attendance shall be announced prior to the general examination period by the instructor of the related lesson.

If the requirement of attendance has been complied with in the previous term for the lessons repeated, the condition of attendance may not be required with the decision of the concerned board of directors, provided interim examinations are taken.

Lesson Exemptions

Article 17- a) exemption examinations shall be opened for the lessons determined by the Senate. The students may take these examinations at the start of the semester when they begin these lessons for the first time. The students may benefit from this right once for every lesson. The student must obtain C1 grade in order to be considered successful in the exemption examinations.

Within the first two weeks (until the days when the students are required to take/drop lessons), the student registering with the Faculty/School of Higher Education for the first time, may apply to the concerned board of directors for the lessons he/she may want to be kept exempt because he/she took those lessons and was successful in them at the school of higher education which he/she attended previously. More than two years must not have elapsed since the student took such lessons in order to be exempt from them (except those who made vertical and horizontal transfers). The grades received by the student from the lessons he/she is exempt from shall be converted to the grades specified in article 23 of this regulation and shown in his/her transcript as a separate section and shall be included in the academic average. (1)

Getting Lessons from Other Universities

Article 18- Provided that the students obtain permission from the board of directors of the related faculty or the school of higher education they may receive lessons from other universities and may have the grades he/she obtained from these lessons entered in his/her transcript until the end of the general examination of the next semester.

If the grades obtained from the other universities are in figures they shall be evaluated as points, and if the grades are in letters they shall be evaluated based on the coefficients, in accordance with article 23 of this regulation. The coefficient found to be closer to the coefficients in this regulation from this evaluation shall be taken as the basis.

Exchange Programs

Article 19 - Student exchange programs may be implemented in accordance with the agreements concluded between Hacettepe University and the schools of higher education in foreign countries. Within the framework of these programs students may be sent to foreign universities for one or two semesters. The concerned board of directors, based on the recommendations of the advisor and the views of the related unit, shall decide which lessons the student should take at the university he/she is going to and how the grades he/she received at this school shall be evaluated on his/her return. The advisor shall monitor the student.

The documents showing the lessons taken by the students coming to Hacettepe from abroad and the grades they received shall be issued by the Office of the Students' Affairs.

Payment of the student contribution shares, within the framework of the exchange program, shall be executed in accordance with the bilateral agreements.

Examinations

Article 20- Common Provisions: There are seven type of examinations these being; interim examination, general examination, exemption examination, single lesson examination, additional examination, unlimited examination and excuse examination. These examination may be conducted in writing, orally or both in writing and orally and/or as applied. The dates of the examination found appropriate by the concerned office of the dean or the directorate of the school for higher education shall be announced at least one week prior to the examinations by the related departments. Based on the recommendations of the instructor for the lesson, the numbers and dates of the interim examinations shall be announced to the students by the directorate of the related department or the branch of main science/main arts, during the first month of that semester. When necessary, with the decision of the related board of directors and the approval of the Office of the Rector, lessons and examinations may be conducted on Saturdays and Sundays.

The students must take the examination on the date, at the time and place announced and to have their identifications and other documents that may be required with them. Otherwise, their examinations will not be counted. If the student enters the examination he/she is not entitled to the grade he/she receives shall be voided even if it is announced.

The examination documents shall be filed for two years at least.

Interim Examination: At least two interim examinations shall be held for every lesson. The semester evaluation of project works, completion homework, laboratory, workshop and the like studies may be counted for interim examination. The results of the interim examinations shall be announced before the general examination period.

General Examination: The general examination of a lesson shall be conducted at the end of the semester when that lesson is completed. The students who have included this lesson in their programs and who have fulfilled the required attendance may enter this examination.

Exemption Examination: Exemption examinations shall be conducted at the start of the semester for the lessons determined by the Senate based on the recommendation of the concerned boards.

Single Lesson Examination: Students who have not completed their maximum education periods and who have fulfilled the required attendance obligation but have one lesson left for graduation, may be given a single lesson examination in the semester following the semester they fell into this situation if they apply on writing, with the decision of the related board of directors. Single lesson examinations shall be conducted in between the dates when the students are required to take/drop lesson and are indicated in the academic calendar. Students who are to take single lesson examination must deposit the tuition for the semester. Every student may avail the single examination right once. The student needs to obtain at least a C1 grade in order to be successful.

Additional Examination: Two additional examination rights shall be granted to the students who are not able to graduate at the end of the maximum education period with the decision of the related board of directors in accordance with the scope and conditions outlined in the paragraph A-b of article 11 of this regulation. The students shall use their additional examination rights during the first and second general examination period following the semester in which they completed their maximum education period.

.....second paragraph is cancelled (3).

Students who are in a position to use additional examination rights may not take out programs and may not benefit from students' rights other than the right to examination however, they shall continue to pay their student contribution shares. The students must obtain at least a C1 grade in order to succeed the additional examination.

Unlimited Examination: Unlimited examination rights shall be granted with the decision of the related board of directors, to the students who could not graduate at the end of their maximum education period per article 11/A-e of this regulation, although they are successful in all the lessons to graduate but because their general academic average is below 2.00, in accordance with article 11/B of this regulation. Unlimited examination rights shall be used during the general examination period of the semesters when the lessons begin.

Students who are in a position to make use of unlimited examination rights (except those students using unlimited examination rights in accordance with article 11/B) may not take out programs and may not benefit from students' rights other than the right to examination however, they shall continue to pay their student contribution shares. The students must receive at least a C1 grade in order to succeed in the unlimited examination rights.

Excuse Examination: May be used in lieu of interim and general examinations. Those who do not take these examinations although they are entitled to (for excuses) accepted by the related board of directors, may take their interim examinations in the same semester; and the general examination in the general examination period following the completion of their excuse on the date, at the time and place to be determined by the office of the dean, directorate of school for higher education or the head of the department/main branch of science/main arts branch. A second date shall not be designated for excuse examinations. (3)

Announcement, Objection to the Results of the Examination and Finalization of the Grades.

Article 21- The results of the examination shall be announced by the concerned units in the manner determined by the office of the Rector. The students may object to the results of the examination by applying in writing to the office of the dean/directorate of the school for higher education on grounds that there are errors in the results, within 15 days as of the date of submission of the results of the examination to the Office of Students' Affair, as stated in the Academic Calendar. If errors are observed as a result of the review conducted by the directorate of the related unit based on the objection, the office of the dean or

the directorate of the school for higher education shall be notified, by obtaining the views of the individual responsible for the lesson, to make the necessary corrections. Changes in grades will not be honored after the expiration of the fifteen day period either based on the objection of the student or the request to be made by the instructor. Requests for changes in grades, made within the prescribed period, shall be concluded by the related board of directors within fifteen days as of the last day for making such applications and sent to the Office of Students' Affairs.

Lesson Success Grade

Article 22- Success in any given lesson is determined with "Lesson Success Grade". The lesson success grade is obtained through the evaluation of the (interim examinations, assignments, applied studies, etc.) and the general examination altogether on the success the student has shown in the semester. The effect of the general examination on the lesson success grade may be at least 40% and at most 60%. The instructor shall inform the students at the start of the semester about the effects of the success in the semester and the general examination of the lesson succeed grade and the minimum grades the student must obtain in the general examination in order to be successful, and the implementation plan of the lesson. The student who does not take the general examination shall be considered to have failed that lesson. The scores obtained from the examination shall be converted into points over 100 (one hundred) and the general success grade shall be given.

Grades

Article 23 - The points, grades, coefficients that connote the lesson success grades and their meanings are given below.

Points	Grades	Coefficients
--------	--------	--------------

G : Successful in lessons without credits

K : Not successful in lessons without credits

F1 : Not entitled to take the examination because of lack of attendance, failed

F2 : Though entitled, did not take the general examination, failed.

F3 : Took the general examination, failed .

H : (Excused): This is the grade given by the Office of Students' Affairs with the decision of the related board of directors to students whose excuses were accepted and who did not take the general examination.

If a student gets A1, A2, B1, B2, C1 and G grades from any lesson he will be accepted to have succeeded in that lesson. In order to accept as successful the student who receives C2, D1 and D2 form one or several lessons he/she must not get into a situation where he/she will have to repeat the semester in which he/she received these grades (Article 26).

A student who gets F1, F2, F3 and K grades from a lesson will be accepted to be unsuccessful in the lesson and must repeat the lesson in the first semester where this lesson is given.

Academic Average

Article 24- The students success rate shall be determined by calculating his/her academic average for the semester and general academic averages. Multiplication of the credit for a given lesson with the grade received for that lesson shall give grade for that lesson.

The semester academic average shall be found by dividing the overall total of the grades for the lessons he/she took in a given semester with the credit total of the lessons taken.

The general academic average shall be found by dividing the overall final grades the student received on all his/her lessons throughout his/her education period with the credit total of the lessons received. (1)

In the calculation of the academic average two digits will be taken into account in the figures after the division.

Lessons from side branches and lessons for which H and G grades were received, though they are contained in the education program, shall not taken into consideration in the calculation of the academic average.

The (H-Grade) the student received for not taking the general examination because of his/her excuse shall be taken into consideration in the calculation of the academic average of the semester in which he/she took the examination after the expiration of his/her excuse. If there are any lessons the student has to repeat the most recent grade obtained from that lesson shall be added to the academic averages. (1)

Repeating of Lessons

Article 25- The student who receives F1, F2, F3 and K grades from a lesson must repeat the lesson in the first semester that lesson is taught. However, if there is a conflict in the schedule between the repeat lesson and the lessons for the semester the student may not take one of these lessons with the decision of the related board of directors. If the student does not take the lesson he/she is supposed to repeat without the decision of the related board of directors, for two consecutive semesters in which the lesson is given the student shall be expelled.

In order to increase their general academic averages the students may repeat the lesson from which they received C2, D1 and D2 grades in addition to the lessons they must take in the semester they are in. The latest grade received in the repeated lessons shall be valid and these grades shall be included in the academic averages.

If the lesson in which the student was not successful was a selective lesson, the student may take another selective lesson until the end of the period when the students are required to take/drop lessons with the decision of the related board of directors after having submitted the justifications for the failure. Until the student takes another selective lesson in place of the lesson he/she was not successful it shall remain to be his/her onus. (3)

Repetition of the Semester

Article 26- If the general academic average of the student drops below 1.80 for two consecutive semesters the student must repeat this semester(s). In the repetition of the semester the students shall also repeat the lessons from they received grades such as F1, F1, F3 and K. However, they may also takes the lessons from which they obtained C2, D1 and D2 grades in order to increase their grades and academic averages.

The student who is to repeat the semester may not take the lessons he/she had not taken before until he/she increases his/her general academic average to 1.80 and above. The student who increases his/her general academic average to 1.80 and above as a result of repeating the semester may continue with his/her education from where he/she left off. The grades obtained in the repeated semester shall be taken into consideration in the calculation of the general academic average. (1)

.....paragraph three has been cancelled. (3)

Severance

Article 27 - Regardless of whether or not the student has completed his/her education period envisioned in this regulation the student shall be severed from the university for the following reasons::

If the student do not renews his/her registration for two semesters, without prejudice to the provisions in article 5 of the regulation,

If the student does not the take the lesson he/she has not been successful in for two consecutive semesters/one year without any justification,

If the student does not complete his/her education within the periods envisioned in article 11 (3),

If the absenteeism of the student exceeds two years throughout the entire education period (normal, maximum and additional periods) due to psychological and physical illnesses documented with a health report and those determined to be unfit to continue with their education after the review of the health report to be obtained newly, with the decision of the related board of directors,
The student who has received the penalty of “Expulsion from and Institute of Higher Education” as a result of the disciplinary investigation conducted on the student
The student who withdraws his registration of his/her own accord.

Side Branch Programs

Article 28 - The students who are registered with any program may, if they wish, register with an additional side branch . The side branch program shall not mean a separate graduate program.

A side branch program shall be opened with the request of the related unit, recommendation of the board of a faculty/school for higher education, and the decision of the Senate. The issues related with the side branch program shall be executed with the cooperation of the related units in accordance with the regulation to be published by the Senate. The side branch program shall have at least 18 credits. In order for the student enroll with the side branch program his/her general academic average must be at least 3.00.

Double Main Branch Program

Article 29 - The students may follow another graduate education program close to theirs in respect to the subject at the same time. The issues related with the Double Main Branch Program shall be defined with a regulation by the Senate.

Graduation and Diploma

Article 30 – The student who has fulfilled the below conditions shall be considered to have completed his education (ready to graduate) and shall be awarded the diploma for the related program.
Successfully complete all the lessons, applications and the training envisioned in the program registered with in accordance with the provisions of this regulation,
Obtain the minimum credit required by the program,
Attain the minimum 2.00 general academic average,
Not be severed from the university for reasons stated in article 27.

The student who has fulfilled the conditions stipulated in paragraphs (a) and (b) but whose general academic average is below 2.00 must raise his/her academic average to 2.00 or above by using the unlimited examination rights for the lessons from which he/she received C2, D1 and D2 grades The student, with a petition, shall notify the related board of directors of the lessons that he/she wants to avail unlimited examination rights for. The period that elapses in this manner shall not be counted towards the education-training period.

The diploma shall be given once. If the diploma is lost a certificate with a photograph indicating that this was issued because the diploma was lost shall be issued.

The diploma and the certificates shall be signed by the Dean of a Faculty/Director of a School for Higher Education and the Rector.

Pre-Graduate Diploma

Article 31 – Obtaining of a Pre-Graduate diploma by a student registered with a graduate program or transfer to vocational school of higher education , shall be conducted in accordance with the provisions of the “Obtaining of a Pre-Graduate Diploma by those who did not or who could not complete their education or Their Transfer to Vocational Schools of Higher Education” prepared by the Higher Education Board.

Diploma of Vocational School of Higher Education

Article 32 – Students who fulfill the conditions envisioned for graduation from the education-training program of a vocations school of higher education shall become entitled to receive the “Diploma of a Vocational School of Higher Education” from the relevant branch.

Graduate Diploma

Article 33 – Students who fulfill the conditions required for graduation from a faculty and a school of higher education of eight semesters (4 year) and those who complete Combined Secondary School Teachers plus those who complete the language level of the Master’s Degree programs without dissertation (area lessons and lessons for those who select teaching as a profession) shall become entitled to receive the “Graduate” Diploma.

Master’s Degree Diploma

Article 34- Students who fulfill the conditions envisioned for graduation from the Secondary Education Field Teacher Combined Graduate Plus Master’s Degree with Dissertation shall be issued a “Master’s Degree Diploma”.

Excuses

Article 35 – If there are reasons to believe that the student has valid and just reasons for excuses it shall be so determined by the relevant board of directors. The valid and just reasons for the acceptance of the excuses, documented with evidences, shall be submitted to the concerned office of the dean or the directorate of the school for higher education within one week as of the completion of the excuse. Applications not made in timely manner shall not be accepted.

In order for the student to be excused for reasons of health the student must obtain a health report form the hospitals of Hacettepe University and when this is not possible, this shall be documented with a health report from an official health institute. However, the duration of the health report for the treatment of long term psychological and physical illnesses may not exceed four years during the maximum education period. The grades obtained by the students from the examinations they took while they were on sick leave shall not be valid. Health reports only for the date of the examination shall not be accepted.

If the student is drafted into the military because he has lost his right of deferment for any reason whatsoever, if the student is arrested (including placing under custody), and if he is not found guilty and acquitted or if the student receives sentence which does not require him to forfeit studies, these shall be accepted as excuses with the decision of the related bord of directors.

If the period during which the student is excused exceeds the limits of absenteeism, these lessons shall be deleted from the program with the decision of the relevant board of directors. This period shall not be counted towards the education-training period.

Leaves

Article 36 – The students may be given leave up to two semesters, with the decision of the relevant board of directors, for significant reasons which the students can prove, or the students receiving a scholarship outside of the university, apprenticeship, research and the like capabilities which will assist the student in improving his education and training.. The student may take advantage of this capability only once during his/her education-training period. In order for the student to avail this leave he/she must apply to the office of the dean or the directorate of the school for higher education prior to the start of the semester.

Since the student contribution shares are determined for the academic year the students who are granted leave shall continue to pay the student contribution share for the semester or for the two consecutive semesters of the different academic years. The period during which the student is on leave shall not be counted towards his/her education-training period.

Horizontal Transfers

Article 37 Horizontal transfers, in accordance with the “Regulation on the Guidelines for Horizontal Transfers between Pre-Graduate and Graduate Level Institutes of Higher Education” specified by the Senate may be made between the programs applied by the various faculties/schools of higher education of Hacettepe University and other equivalent in-country and foreign universities within the quotas specified by the Board of Directors of the University. The Board of Directors shall decide on the horizontal transfers and adjustment programs.

The transfers between the universities included in the European Credit Transfer System (ECTS) and the transfer of the lessons taken shall be conducted in accordance with the guidelines laid down by the Higher Education Board and the provisions of the relevant laws.

Vertical Transfers

Article 38 - The provisions of the “Regulation on the Continuation of Graduate Education of Graduates from Vocational Schools of Higher Education and Open Education Programs” shall apply to the graduates of vocational schools of higher education and open education who are vertically transferred to graduate programs.

Special Students

Article 39 – The students found qualified to follow the lessons in the university and students from other universities, with the decision of the related board of directors, may enroll in two classes, at most, in one semester as special students in order to broaden their knowledge on certain topics. These students must comply with the rules specified for the lessons they have signed up for. A diploma shall not be given to a student of this status. However, the Office of Students’ Affairs shall give them a certificate stating their status. The special students shall pay the student contribution share determined by the related unit giving the lesson for that semester.

The students whose relations have been severed with any Institute of Higher education may not become special students.

General Appearance and Clothing

Article 40 – the general appearance and clothing of the student shall be befitting a university student and shall be in compliance with the characteristics of faculty/school of higher education.

The provisions of the “Discipline Regulation for students of Higher Education Institutes” and the “Regulation on the compliance with Certain Provisions of the Student Discipline for Students of Higher Education” shall apply to those who violate the laws, the decisions of the Constitutional court and other legislative organs and the administrative arrangements implemented by the authorized organs.

Disciplinary Actions

Article 41- The opening, execution and conclusion of a disciplinary investigation shall be executed and implemented in accordance with the provisions of the “Regulation on the Discipline for Students of Higher education Institutes” specified in article 54 of the Law on Higher Education.

Notices and Giving of Address

Article 42 – All notices served via registered and return mail to the address given by the student during his registration shall be considered to have been notified.

If the student does not notify the Office of Students' Affairs of a change in address from the one he/she gave when he/she registered or gave a wrong or incomplete address, the notices served to such addresses shall be deemed to have been served to the student.

Authority

Article 43- Issues required by the differences in the education-training programs of faculties and schools of higher education and the other subjects related with the education-training and examinations not contained in this regulation shall be resolved with the decision of the related boards and the approval of the Senate. Additionally, the University Senate may directly make the arrangements pertaining to the implementation.

Rescinded Regulations

Article 44- With the entry into effect of this regulation the "Hacettepe Regulation Regulation on Pre-Graduate, Graduate Education and Examination" published in the Official Gazette, dated 30 September 1995, together with its amendments has been rescinded.

Interim Provision

Article 45- On the date this regulation enters into effect the issue of the students registered in the University repeating the semester (excluding those who are in the preparatory programs) shall be determined according to the general academic averages calculated starting from the academic year 2002-2003.

Article 46- The conditions stipulated in paragraph 30/c of this regulation with the heading Graduation and Diploma shall not apply to the graduation of the students studying in faculties of eight semesters and seven or above semesters of schools of higher education and in the third or higher semesters of vocational schools of higher education during the 2002-2003 academic year

Entry into Effect

Article 47- This regulation, to be come effective as of the start of the 2002-2003 academic year and to be applied to all the students, shall enter into effect on the date it is published in the Official Gazette.

Execution

Article 48 - The provisions of this Regulation shall be executed by the Rector of the Hacettepe University.

NOTE: This regulation was published in the Official Gazette number 24871, dated 9.9.2002 .
The amendments to the Regulation were published in the Official Gazette number 25203, dated 18.8.2003
The regulation rescinding paragraph 1 of article 23 on "Exemption Grade" was published in the Official Gazette number 25203, dated 18.8.2003.
The amendments to the Regulation were published in the Official Gazete number 25588, dated 19.9.2004.

APPENDIX VI. HU'S STAKEHOLDER ANALYSIS

Stakeholders	Service Demanders	Employees	Principal Partner	Strategic Partner
Academic Staff		✓		
Administrative Staff		✓		
Retired Staff				✓
Students	✓	○		
Student Families	✓			
CHE			✓	
Ministry of National Education			✓	
Ministry of Finance			✓	
Ministry of Health			✓	
Ministry of Industry and Commerce			✓	
Governer's Office			✓	
Other Ministries			✓	○
State Planning Organization			✓	✓
TÜBİTAK-TÜBA				✓
Civil Organizations	✓			✓
Legislative and Judicial Organs				✓
Employers and Companies	✓		✓	
Alumni				✓
Other Universities				✓
Research Funding Organizations	○	✓		✓
Local Governments			✓	✓
Financial Institution	○			○
Media	✓		○	✓
Other Public Organizations	✓		○	○
Civil Society	✓			
Patients and Their Relatives	✓			
Suppliers				✓
TECHNO-PARK/KOSGEB				✓
Interuniversity Board			✓	
Social Security Organizations				✓
EU Commissions				✓
Military Organizations	✓			
✓: All				
○: Some				

APPENDIX VII. HIGHER EDUCATION ACT OF 2547

Higher Education Act

Law Number: 2547

Date of enactment: November 4, 1981

Published in the Official Gazette No: 17506; Date: November 6, 1981

PART ONE

AIM AND SCOPE OF THE LAW AND DEFINITIONS

Aim

ARTICLE 1

The aim of this law is to define the goals and principles pertaining to higher education and to establish principles, related to the functioning, duties, authority, and responsibilities in connection with education, research, publication, teaching staff, students and other personnel of institutions of higher education and their governing bodies.

Scope

ARTICLE 2

This law covers the activities and principles of governing bodies of higher education, all institutions of higher education, and their sub-divisions.

Matters concerning institutions of higher education of the Turkish Armed Forces and Security Organization are subject to other separate laws.

Definitions

ARTICLE 3

The concepts and terms used in this law are defined as follows:

- a. Higher Education: All post-secondary education consisting of at least four semesters, within the national education system, at every stage.
- b. Governing Bodies: The Council of Higher Education and the Inter-university Board.
- c. Institutions of Higher Education: Universities, Higher Institutes of Technology, Faculties, Graduate Schools, Schools of Higher Education, Conservatories, Vocational Schools and Research Centers.

A Higher Institute of Technology is an institution of higher education possessing academic autonomy and juristic personality, carrying out high-level research, education, production, publication, and consultancy specifically in the areas of technology.

d. University: An institution of higher education possessing academic autonomy and juristic personality, conducting advanced-level education, scholarly research, publication and consultancy; it is composed of faculties, graduate schools, schools of higher education and similar institutions and units.

e. Faculty: An institution of higher education conducting high-level education, scholarly research and publication; sub-divisions may be attached to it.

f. Graduate School: An institution in universities and in faculties which is concerned with graduate education, scholarly research and applied studies in more than one related academic area.

g. School of Higher Education: An institution of higher education mainly concerned with providing instruction for a specific vocation.

h. Conservatory: An institution of higher education in music and the performing arts.

i. Higher Vocational School: An institution of higher education carrying out four-semester education aimed at training manpower in specific areas.

j. Research and Applied Studies Center: An institution of higher education carrying out research and applied studies to meet the applied study needs of various areas and to provide preparatory and support activities for various professional areas, with the aim of supporting education in institutions of higher education.

k. Department: A unit of a Faculty or of a School of Higher Education giving instruction and carrying out research; it embraces similar or related areas of the sciences or arts, forming a whole in aim, scope and character. It is sub-divided into departmental sections. Departments directly attached to the office of the Rector can also be established for the purpose of offering courses common to various departments.

l. Teaching Faculty Members: Teaching staff members as well as instructors, lecturers, and ancillary staff.

m. Teaching Staff Members: Professors, Associate Professors, and Assistant Professors at institutions of higher education.

Professor: A teaching staff member holding the highest academic title.

Associate Professor: A teaching staff member who has successfully fulfilled the requirements of the Inter-university Board and been granted the title of Associate Professor.

Assistant Professor: A teaching staff member at the first stage, who has received a doctorate, or qualified as a specialist in a medical field, or received a certificate of competence in one of the areas of the fine arts.

a. Instructor: A teaching faculty member responsible for teaching courses and conducting applied study sessions.

b. Lecturer: A teaching faculty member responsible for teaching certain compulsory subjects common to students in various programs.

c. Ancillary Staff: These include research assistants, specialists, translators, and educational planners. Ancillary staff are appointed for a specific period of time.

r. Pre-Baccalaureate Stage: Post-secondary higher education involving a program of at least four semesters, aiming at training for a vocation or comprising the first level of the baccalaureate.

s. Baccalaureate Stage: A post-secondary program of at least eight semesters.

t. Post-graduate Study: A term covering programs for the master's and doctorate degrees, Specialist training in medicine or competency in the Arts; it includes:

Master's Degree Program: A post-baccalaureate stage of higher education consisting of course work and research.

2. Doctorate Program: A program of higher education of at least six semesters (postbaccalaureate) or at least four semesters (post-master's, or post-specialization in a laboratory field approved by the Ministry of Health for graduates of Faculties of Pharmacy or Science) culminating in the presentation of an original work of scholarly research.

Specialization in Medicine: A program of higher education conducted in accordance with the regulations established by the Ministry of Health and leading to specialization in one of the fields of medical science.

Competency in the Arts: A post-baccalaureate program (of at least six semesters) or postmaster's program (of at least four semesters) equivalent to doctorate-level programs. It requires the presentation of an original work of art, or, in music and the performing arts, a superior, creative performance.

u. Types of Higher Education:

Formal Education: Programs requiring attendance during the entire course of education.

Distance Education: Education conducted by means of radio, television, and educational materials.

External Education: Programs offering courses outside of working hours. Class attendance is not compulsory, but students are required to take midterm and final examinations.

Non-Formal Education: Programs offered to the general public with the aim of disseminating knowledge and enabling the acquisition of skills in various areas.

PART TWO

GENERAL PROVISIONS

Aims

ARTICLE 4

The aims of higher education: a) To educate students so that they:

will be loyal to Atatürk nationalism and to Atatürk's reforms and principles,

will be in accord with the national, ethical, human, spiritual and cultural values of the Turkish Nation and conscious of the privilege of being a Turk,

will put the common good above their own personal interests and have full devotion to family, country and nation,

will be fully conscious of their duties and responsibilities towards their country and will act accordingly,

will be objective, broad-minded, and respectful of human rights,

will develop in a balanced way, physically, mentally, psychologically, morally, and emotionally,

will prove to be good citizens contributing to the country's development and welfare and at the same time acquire the necessary knowledge and skills for their future vocations.

b) To enhance the welfare of the Turkish State as a whole, conducive to national and territorial indivisibility; to implement programs contributing to and accelerating the economic, social and cultural development of the country; and to ensure that students are constructive, creative and outstanding participants in contemporary civilization.

c) As higher educational institutions, to carry out studies and research of high academic level, to promote knowledge and technology, to disseminate scientific findings to assist progress and development at the national level, and, through cooperation with national and international institutions, to become recognized members of the academic world and contribute to universal, contemporary progress.

Basic Principles

ARTICLE 5

Higher education is organized, planned, and programmed in accordance with the following basic principles:

a. To ensure that students develop a sense of duty in line with Atatürk's reforms and principles, loyal to Atatürk nationalism.

b. National culture integrated with universal culture, will be developed and fostered in keeping with Turkish mores and traditions so that the students develop a strong sense of national unity and solidarity.

c. The principle of basic unity within the educational system is to be achieved with due regard to the aims and goals, and particular characteristics of various higher educational institutions and fields of study.

d. Short and long term plans and programs are to be devised on the basis of scientific and technological principles, in accordance with national and regional needs, and will be regularly up-dated.

e. Measures are to be taken to secure equality of opportunity in higher education.

f. New universities and higher institutes of technology as well as new faculties, graduate schools, and schools of higher education within universities are established by law upon the recommendation or proposal of the Council of Higher Education in accordance with the principles and goals of national development plans and within the context of higher education planning.

g. Vocational schools of higher education attached to ministries are founded by a decision of the Council of Ministers on the basis of principles set forth by the Council of Higher Education.

h. Developing institutions of higher education, improving their efficiency, increasing their numbers so as to cover the whole country, training teaching staff in-country and abroad, and their proper assignment; securing a balance between manpower needs and education; distribution of resources and specialized manpower and education; meeting the national and local needs and specific requirements of the fields of practice in accordance with the principles and aims of the national education policy and the national development plans, are planned and achieved in a manner to cover formal and non-formal, continuing, and distance education.

i. In the course of education in the institutions of higher education, Atatürk's Principles and the History of the Turkish Reforms, the Turkish language and a foreign language are all compulsory courses. In addition, a non-compulsory course in physical education or in one of the fine arts shall be included in the curriculum. All of these courses are to be planned and implemented for a minimum of two semesters.

PART THREE

GOVERNING BODIES

The Council of Higher Education

ARTICLE 6

a. The Council of Higher Education is an autonomous body with juristic personality which governs all higher education, directs the activities of the institutions of higher education, within the context of duties and powers given by this law. To the Council of Higher Education are attached the Higher Education Supervisory Board and the Student Selection and Placement Center together with the relevant units responsible for planning, research, development, evaluation, budget, investment and coordination.

b. The Council of Higher Education consists of:

Seven members selected by the President of the Republic, preferably from among former Rectors and distinguished professors,

Seven members selected by the Council of Ministers, from among distinguished, high-ranking civil servants, either active or retired (with the approval of the Ministry of Justice and their personal consent in the case of judges or prosecutors),

One member selected by the Chief of the General Staff,

Seven professors selected by the Inter-university Board from among non-members of the Board.

The memberships of those selected and nominated according to paragraphs (2), (3), and (4) become final upon the approval of the President of the Republic. The nomination of members specified in the above paragraphs is to be made within one month; in case of membership not being approved by the President of the Republic, nomination of new candidates shall be made within two weeks, otherwise the appointment is to be made directly by the President of the Republic. Members selected from those holding positions in public institutions will maintain their relationship with the institution concerned. The term of office of Council members is four years. New elections are held to replace those who leave for any reason and on completion of a term of office. Those whose term expires are eligible for re-election..

c. The organs of the Council of Higher Education are the General Assembly, the President and the Executive Board.

The members of the General Assembly are specified in section (b) above. The General Assembly meets at least three times each semester. Meetings can also be called by the President of the Council or upon written application by at least one-third of the members.

The President of the Republic selects the President from among the Council members for four years. The President of the Council is responsible for implementation of laws, regulations, as well as decisions of the General Assembly and the Executive Board; the President represents the Council and appoints academic personnel and other persons whose selection falls within the authority of the Council.

The Minister of National Education, when (s)he deems necessary, participates and chairs the meetings.

The Executive Board is composed of nine members, including the President. Two Vice-Presidents are selected from among the members of the General Assembly as members of the Board, one by the President of the Board and the other by the General Assembly. The remaining members of the Board are selected by the General Assembly as follows: two members from among those specified in Article 6, section b, sub-section 1; two from those specified in Article 6, section b, sub-sections 2 and 3; two from those specified in Article 6, section b, sub-section 4. A member of the General Assembly selected from among judges or prosecutors cannot be elected to the Executive Board.

The President chairs meetings of the General Assembly and the Executive Board. In the absence of the President, one of the Vice-Presidents represents the President.

The General Assembly may delegate to the Executive Board authority and responsibility vested in it by the Law on Higher Education, as it deems appropriate, with the exception of: planning, organization, direction and supervision of higher education, preparation of regulations, examination and approval of budgets prepared by governing bodies of higher education and by universities, and nomination of candidates for university rector.

The quorum for meetings of the General Assembly is 14, while that for the Executive Board is

6. Decisions in both bodies are taken by majority of votes cast. In the event of a tie, the President's vote counts as two.

d. The salaries of the President and members of the Executive Board are determined by the Council of Ministers with the proviso that this amount is no more than two times the salary paid to the highest-ranking civil servant (including supplementary indicator, auxiliary payment, and compensation) in accordance with Law No. 657, the Civil Service Law. Members of the Executive Board receive no further salary from public institutions. Those receiving a retirement pension continue to receive that pension. Civil servants who serve as members of the Executive Board are considered to be on leave without pay from the institution at which they are employed and retain all of their accumulated rights as personnel.

The sum to be paid to members of the General Assembly other than Executive Board members as an honorarium for attendance at meetings shall be calculated by multiplying the monthly salary coefficient for civil servants by 4,000. However, a maximum of twelve such participation honoraria can be paid in one year.

e. Members of the Executive Board are appointed on a full-time basis. The President of the Council and Executive Board Members are not permitted to have any employment in a public or private institution except for associations founded for the public interest, foundations, and affiliated institutions where they receive no remuneration for their services and in the case of temporary assignments given them by the Council of Ministers.

Members of the Executive Board who are absent for a total of one month in a year for any reason other than assignments by the Council of Ministers shall be presumed to have forfeited their membership.

f. Apart from those members who have not resigned from their primary employment, members of the Council of Higher Education shall not be subject to the legally stipulated maximum age limit, as long as they continue to be elected and serve as members.

The Functions of the Council of Higher Education

ARTICLE 7

The functions of the Council of Higher Education are as follows:

a. To prepare short and long-term plans for the establishment, development, and realization of educational activities of the higher educational institutions; to see to the training of the teaching staff, in-country and abroad, according to the aims, goals and principles set forth in this law; to supervise efficiently the resources allocated to universities within the framework of these plans and programs.

b. To promote continual and harmonious cooperation and coordination among the institutions of higher education, aiming at unification and integration, in accordance with the aims, principles and targets specified in this law.

c. To determine the extent of growth compatible with the running of the universities at maximum efficiency and the taking of such measures as summer courses, night courses and two-shift education.

d. In accordance with the principles and targets of the national development plans and in the context of higher education planning:

To present to the Ministry of National Education proposals or views on the establishment, and, if necessary, unification of newly established universities,

To make decisions directly or on the basis of proposals made by universities concerning the opening, unification, or closing down of faculties, graduate schools and schools of higher education within a university and to convey the above decisions to the Ministry of National Education for appropriate action in due course,

To make decisions and to have them implemented directly or on the basis of proposals made by universities, regarding the opening, unification, or closing down of departments, sections, research and applied studies centers, as well as the opening of conservatories, higher vocational schools, preparatory schools or units,

In the event of circumstances causing a breakdown in education, to make decisions directly or on the basis of proposals made by universities regarding a temporary close-down or a recommencement of education and to put them into effect,

3. To study the aims and rationale of higher educational institutions to be established by ministries and to present opinions to the competent authorities.

e. To specify, taking into consideration the views of the Inter-university Board, the principles related to minimum number of contact hours and minimum period of study in educational curricula, conditions for passing to the subsequent year of study, intra- and inter-mural transfer of students in the institutions of higher education and the principles whereby graduates of schools of higher education continue their studies at a higher level.

f. To fix, in a balanced ratio, the positions of professors, associate professors, and assistant professors in universities on the basis of needs, education programs, characteristics of the branches of learning, research

activities, fields of application, buildings, materials and equipment and similar facilities and the number of students of the universities and other related matters.

g. To examine and evaluate the annual activity reports submitted by the universities; to pinpoint the highly successful and those considered to be inadequate and to take necessary measures.

h. To decide on the maximum yearly student intake into each academic program after examining the proposals of the universities on this question and further to determine the principles whereby the selection and admission of students be carried out with a view to manpower planning, the capacity of the institutions and the students' interests and skills, taking into account on the orientation principles of secondary education.

i. To take measures to realize equality of opportunity and possibility in the institutions of higher education and during admission.

j. To arrive at a decision concerning the proposals of higher education institutions concerning the fees to be charged to the students in each academic year.

k. To submit to the Ministry of National Education the budgets prepared by the governing bodies and universities after examining and approving them.

l. To conduct and decide upon disciplinary proceedings concerning rectors, to initiate the regular proceedings for the dismissal or transfer on a probationary status to another institution of higher education of those faculty members who fail to carry out in a satisfactory manner their duties as specified in this law or who act in a manner incompatible with the aims, fundamental principles and prescribed order as indicated in this law, upon the proposal of the rector or directly.

m. To establish national scholarly committees and working groups in various fields of the arts and sciences.

n. To devise the principles related to the contribution to be made by developed universities to newly-established or developing universities with regard to education and staff development and, when necessary, to assign developed universities to provide such services.

o. To present to the Ministry of National Education opinions and proposals concerning the institutions of higher education to be established by foundations within the provisions of this law, to take the necessary measures concerning such institutions and to supervise them.

p. To determine the equivalency of pre-baccalaureate, baccalaureate, and graduate degrees received at institutions of higher education abroad.

q. To fulfill other obligations assigned by this law.

The Higher Education Supervisory Board

ARTICLE 8

a. The Higher Education Supervisory Board is a body, which, on behalf of the Council of Higher Education, supervises and controls the universities together with the units attached to them and teaching staff and their activities.

b. The Higher Education Supervisory Board consists of:

Five members holding the rank of professor, proposed by the Council of Higher Education,

Three members to be selected and nominated by the Council of Higher Education from among nine candidates; of these the Supreme Court proposes three as do the Council of State and the Court of Accounts,

Two further members, one to be selected by the Chief of the General Staff and the other by the Ministry of National Education.

The appointment of the members thus defined to the Higher Education Supervisory Board will be carried out according to current procedures. The Chairperson of the Higher Education Supervisory Board is appointed from among board members by the President of the Council of Higher Education. The term of the member selected by the Chief of the General Staff is two years; that of the other members is six years. The member selected by the Chief of the General Staff will be assumed to be on unpaid leave but all his/her other rights arising from personnel legislation are reserved. All other members' relations with their institutions are discontinued. The age limit (for retirement) of board members is the same as that of teaching staff members. One third of the members are renewed every two years, with the exception of the member selected by the Chief of the General Staff. Members whose term expires can be re-elected. Upon termination (irrespective of reason) of membership before the completion of the normal term, a new member with the same status is selected to complete the remaining term. The salaries of the board members are fixed by the Council of Ministers so as not to exceed those of the members of the Council of Higher Education. Retired persons selected continue to receive their pensions. The members of the Higher

Education Supervisory Board are not allowed to work for any public or private organization, with or without pay, except in the case of exceptional temporary duties assigned by the Council of Ministers and by the Council of Higher Education. Any member who is absent from duty for a period of three months within a year for any reason other than temporary assignment and annual leave will be assumed to have left the Board.

Duties of the Higher Education Supervisory Board

ARTICLE 9

The duties of the Higher Education Supervisory Board are as follows:

- a. To supervise, on behalf of the Council of Higher Education, the educational and other activities in universities as regards their conformity with the aims and main principles specified in this law and with the principles to be laid down by the Council of Higher Education.
- b. To carry out investigative procedures in accordance with Article 53 of this law, upon the request of the President of the Council of Higher Education.
- c. To fulfill other obligations assigned by this law.

The Student Selection and Placement Center

ARTICLE 10

The Student Selection and Placement Center determines, in the context of fundamentals established by the Council of Higher Education, the examination principles of the students to be admitted to the institutions of higher education, it prepares, administers and evaluates the examinations on the basis of their results and the principles determined by the Council of Higher Education, and in the light of student preferences, places student candidates in universities and other higher educational institutions, as well as carrying out research related to these activities and performing other services.

The Student Selection and Placement Center, upon the request of institutions of higher education, carries out questionnaire-based research, examinations and evaluation at all levels, including the Associate Professorship examinations, student registration procedures, and other duties assigned by the Council of Higher Education.

Candidates pay a fee for these services. These fees are to be collected in the Council of Higher Education Student Selection and Placement Fund. The President of the Council of Higher Education is responsible for the fund. This fund is to be used for selection and placement services. In expenditures to be made from the fund and in other financial matters, the principles of a revolving fund are applied. The fundamentals relating to its administration, management and supervision are determined by the Council of Higher Education. At the end of each year, the money remaining in the fund is transferred to the following year's fund.

Inter-university Board

ARTICLE 11

- a. The Inter-university Board consists of the university rectors, a professor selected by the Chief of the General Staff from the Armed Forces, appointed for a period of four years and one professor from each university selected by their senates for a period of four years.

The rectors act as the Chairperson of the Inter-university Board in turn and consecutively for a term of one year, in the order of the date of foundation of their universities since the establishment of the Turkish Republic.

The Board may form permanent and temporary units and commissions in order to facilitate its activities and secure cooperation among the universities and with international institutions of higher education. The organization and working procedures of these units and commissions are specified by the Inter-university Board.

The Board meets at least twice a year in the city where the Chairperson's university is located unless otherwise specified, and the Board's agenda is sent beforehand to the Ministry of National Education, the Council of Higher Education and the Board members.

The Minister of National Education and the President of the Council of Higher Education may participate in the Board's meetings if they deem it necessary.

- b. The Inter-university Board is an academic organ with the following duties:

To coordinate, within the scope of higher education planning, the universities' teaching, research, and publication activities, to evaluate implementations and to make recommendations to the Council of Higher Education and to universities,

To propose measures to meet the needs of universities for teaching staff members, bearing in mind organization and academic staff positions and in line with the decisions of the Council of Higher Education, To prepare regulations on education, research, and publication activities concerning all universities or to express views on these matters,

To ensure coordination in terms of principles and periods of education in faculties of the same or similar characteristics or in other institutions of higher education attached to the universities or faculties,

To establish the principles regarding doctoral work and to evaluate the doctoral degrees and the academic titles of Associate Professor and Professor received abroad,

To organize the Associate Professorship examinations and determine the principles for the evaluation of the publications and research work of Associate Professorship candidates, according to the relevant regulations, and to select the juries,

To fulfill other obligations assigned by this law.

PART FOUR INSTITUTIONS OF HIGHER EDUCATION

Duties of the Institutions of Higher Education

ARTICLE 12

In accordance with the aims and basic principles of this law, the duties of the institutions of higher education are as follows:

a. To carry out post-secondary education at various levels, undertake scholarly research, engage in publication, and act in the capacity of consultant, in accordance with the principles and objectives of the development plans and the needs of society, with regard to the conditions of modern societies and contemporary education.

b. Utilizing its own specialist abilities and material resources in a rational, productive and economic way, to train sufficient manpower in the required fields to meet the needs of the country; in line with the national education policy and principles and objectives of development plans and programs as prepared by the Council of Higher Education.

c. To disseminate, in oral, written, or other forms, scientific data and scholarly findings such as might be expected to raise the standard of living of Turkish society and enlighten the public in general.

d. To train people, especially in the fields of industrialization, and the modernization of agriculture, through formal, informal, continuous and adult education.

e. To carry out research and educational activities pertaining to the country's scientific, cultural, social and economic progress and development, and through cooperation with other organizations to encourage public organizations to contribute to such activities; to make research results available to the public, to carry out studies requested by public institutions, and to offer relevant proposals.

f. To take measures that will contribute to the institutions responsible for formal, informal, continuous, widespread, constant and adult education in mobilizing literacy campaigns.

g. To contribute to the training and development of agricultural and industrial workers, to modernize services in the fields of industry, agriculture and health, to prepare and implement programs that will encourage productivity, and to participate in such activities as the solution of environmental problems.

h. To develop, apply and disseminate educational technology.

i. To develop the principles of education with a view to a more practical approach to higher education, to set up revolving funds and operate them productively and to take necessary measures for the development of these activities.

UNIVERSITY ORGANS

Rector

ARTICLE 13

a. In state universities, the Rector is appointed by the President of the Republic from among candidates holding the academic title of professor, selected by the teaching staff members of the university upon the announcement of the currently-serving rector. The term of office is four years, at the end of which a Rector may be re-appointed by the same means, for a maximum of two terms of office. The Rector is the representative of the juristic personality of the institution of higher education. Selection of candidates is carried out by secret ballot. Each teaching staff member may write the name of only one candidate on the ballot. A minimum of one half of the teaching staff members must be present in order for the ballot to take place. In the absence of this number, the selection is postponed for 48 hours with no quorum specified. The

Council of Higher Education proposes to the President of the Republic three candidates which it selects from among the six candidates receiving the highest number of votes in the afore-mentioned balloting. In private universities established by foundations, the selection of candidates and appointment of the Rector are carried out by the board of trustees concerned.

In order to be appointed as a rector, a candidate must be less than 67 years of age. However, rectors who reach the age of 67 while in office are permitted to continue until the end of their term of office without regard to the age limit.

The Rector may select up to three of the university's salaried professors to act as Vice-Rectors. However, in the case of universities responsible for centralized distance education, a Rector may select five Vice-Rectors, when deemed necessary.

The Vice-Rectors are appointed by the Rector for a period of five years.

In his/her absence, the Rector appoints one of the Vice-Rectors to act as acting rector. The Rector informs the Council of Higher Education if (s)he is to be away from his/her office for more than two weeks. If the acting rectorship lasts for more than six months, a new Rector is appointed.

b. Duties, powers and responsibilities:

To preside over university boards, implement the resolutions of the governing bodies of higher education, review and decide on the proposals of university boards, and ensure coordination among organizations attached to universities,

At the end of each academic year, and whenever necessary, to report to the Inter-university Board on the university's academic activities as regards education, research and publication,

After having received the proposals of the attached bodies and having consulted the Senate and the Administrative Board of the university, to prepare the investment programs, budget and personnel requirements of the university and to submit them to the Council of Higher Education,

To change, when deemed necessary, the service location of the teaching staff and other personnel in organizations and units comprising the university or to delegate new duties to them,

To supervise the constituent units of the university and personnel at every level,

To carry out other duties assigned by this law.

The Rector is invested with final authority and responsibility for the rational use and development of the educational capacity of a university and its attached organizations, for providing the students with essential social services, for taking security measures whenever necessary, for the planning and implementation of instruction, research and publications in accordance with the principles and objectives of the national development plans, for the supervision of academic and administrative duties, for the devolution of these duties to the bodies below, and for the supervision and review of the results of this policy.

The Senate

ARTICLE 14

a. Under the chairmanship of the Rector, the Senate consists of the Vice-Rectors, the Deans of each faculty, a teaching staff member elected for a term of three years by the respective faculty board and Directors of the Graduate Schools and Schools of Higher Education attached to the office of the Rector.

The Senate meets at least twice a year, once at the beginning and once at the end of each academic year.

When (s)he deems necessary, the Rector calls for a meeting of the Senate.

b. The Senate is the university's academic organ with the following functions:

To decide on the principles relating to the university's educational programs, research, and publication activities,

To prepare drafts of laws and regulations concerning the university as a whole or to express its views thereof,

To prepare regulations concerning the university or its attached units to take effect upon publication in the Official Gazette following approval by the Rector,

To examine and decide on the university's annual academic program and calendar,

To award honorary academic titles (no examination being required) on the recommendations of the Faculty Board,

To intervene in the case of objections raised against decisions of the Faculty Boards and the Boards of the Graduate Schools and Schools of Higher Education attached to the office of the Rector,

To elect the members of the University Administrative Board,

To perform other duties assigned by this law.

The University Administrative Board

ARTICLE 15

a. Under the chairmanship of the Rector, the University Administrative Board consists of the Deans and three professors to be selected by the Senate for a period of four years. The professors shall represent various fields in the university.

The Rector calls for a meeting of the University Administrative Board when necessary.

The Vice-Rectors may participate in the meetings of the Administrative Board as ex officio members.

b. The University Administrative Board is an organ that assists the Rector in his/her administrative duties and has the following responsibilities:

To assist the Rector in the implementation of decisions of the Senate and governing bodies of higher education in line with specified plans and programs,

To ensure that plans and programs are put into effect, and, taking into consideration the proposals of the constituent units of the university, to examine the investment program and budgetary draft proposals and submit to the office of the Rector its opinions and suggestions thereto relating,

To decide on matters brought up by the Rector related to university administration,

To examine and reach a final decision concerning objections raised against the decisions of the Faculty Administrative Boards and those of graduate schools and schools of higher education,

To perform other duties assigned by this law

FACULTY ORGANS

Dean

ARTICLE 16

a. The Dean, who is the representative of a Faculty and its units, is selected by the Council of Higher Education from among three professors (regardless of whether they are staff members of the university concerned) nominated by the Rector, and is appointed by normal procedure. When his/her term of office expires a Dean may be re-appointed.

From among the Faculty's regular staff members, the Dean appoints at the most two Assistant Deans to help him/her in his/her work. In the case of universities responsible for centralized distance education, four Assistant Deans may be selected.

The Assistant Deans are appointed by the Dean for a period not to exceed three years.

One of the Assistant Deans acts as acting dean in his/her absence. Should this continue for more than six months, a new Dean shall be appointed.

b. Duties, powers and responsibilities:

To chair the Faculty boards, implement their decisions and ensure the coordination of Faculty units,

To report to the Rector on the general situation and functioning of the Faculty at the end of each academic year and when requested,

To present to the office of the Rector the rationale for the budgetary and staff requirements of the Faculty, taking into consideration the views of the Faculty Administrative Board concerning the budget,

To generally supervise and control the constituent units and personnel at every level of the faculty,

To perform other duties assigned by this law.

The Dean is directly responsible to the Rector for the rational utilization and improvement of the educational potential of the Faculty and its units, for taking security measures when necessary, for the provision of needed social services to the students, for the orderly implementation of educational programs, research and publication activities and for the supervision of all of these activities.

Faculty Board

ARTICLE 17

a. Under the chairmanship of the Dean, the Faculty Board is composed of the heads of departments, the directors of any graduate schools and schools of higher education attached to the faculty, three professors to be selected from among the professors of the faculty for three years, two associate professors and one assistant professor selected in the same manner and for the same term.

The Faculty Board normally meets at the beginning and end of each semester.

The Dean, when (s)he deems necessary, calls a for a meeting of the Faculty Board.

b. The Faculty Board is an academic organ with the following duties:

To decide on the educational program, research and publication activities of the faculty and the main principles thereof, the plans and programs thereto related, and the academic calendar,

To elect members of the Faculty Administrative Board,

To perform other duties assigned by this law.

Faculty Administrative Board

ARTICLE 18

a. Under the chairmanship of the Dean, the Faculty Administrative Board consists of three professors, two associate professors and two assistant professors, all of whom are chosen by the Faculty Board for a period of three years.

The Faculty Administrative Board meets when called by the Dean.

When necessary, the Administrative Board may organize temporary working groups, or appoint coordinators for educational programs and regulate their functions.

b. The Faculty Administrative Board, an organ which assists the Dean in administrative activities, has the following duties:

To assist the Dean in the implementation of essential matters specified in the decisions of the Faculty Board,

To ensure the implementation of academic plans and programs as well as the academic calendar,

To draft proposals for the investment schemes, programs and budget of the Faculty,

To decide on all matters brought up by the Dean concerning faculty administration,

To decide on questions regarding the admission of students, equivalency of courses, dismissal and other matters related to education and examinations,

To perform other duties assigned by this law.

GRADUATE SCHOOLS

Organs

ARTICLE 19

a. The organs of the graduate schools are the Graduate School Director, the Graduate School Board and the Graduate School Administrative Board.

b. Upon the nomination of the Faculty Dean, the Graduate School Director is appointed by the Rector for three years. Where graduate schools are directly attached to the office of the Rector, the appointment is made directly by the Rector. A Director whose term of office has expired may be re-appointed.

The Director will have at most two assistants, whom (s)he appoints from among the full-time teaching staff of the graduate school for a period of three years.

In case of the absence of the Director or his/her post being vacant, the procedure is the same as in the case of Deans.

Within the framework of the graduate school, the Graduate School Director performs the duties assigned to Deans by this law.

c. The Graduate School Board meets under the chairmanship of the Director and consists of the Assistant Directors and the heads of the departments of the graduate school.

d. The Graduate School Administrative Board meets under the chairmanship of the Director and is composed of the Assistant Directors and three teaching staff members to be selected for a period of three years by the Graduate School Board from among six candidates nominated by the Director.

e. Within the framework of the graduate school, the Graduate School Board and the Graduate School Administrative Board perform the duties assigned by this law to the Faculty Board and the Faculty Administrative Board.

SCHOOLS OF HIGHER EDUCATION

Organs

ARTICLE 20

a. The organs of the schools of higher education are the Directors of schools of higher education, their Boards and Administrative Boards.

b. The Director of a school of higher education is appointed by the Rector for a period of three years upon nomination by the respective faculty dean. In schools of higher education, attached to the office of the Rector, appointment is made directly by the Rector. A Director whose term of office has expired may be re-appointed.

The Director has at most two assistant directors whom (s)he appoints for three years from among the full-time teaching staff of the school of higher education.

In case of the absence of the Director, or his/her place being vacant, the procedure is the same as in the case of Deans.

Within the framework of the schools of higher education, the Director performs the duties assigned to the Deans by this law.

c. The Board of a school of higher education meets under the chairmanship of the Director and consists of the Assistant Directors and the heads of the departments or sections of the school of higher education.

d. The Administrative Board meets under the chairmanship of the Director and consists of the Assistant Directors and three teaching staff members to be selected for a period of three years by the Board of the school of higher education from among six candidates nominated by the Director.

e. Within the framework of the school of higher education, the Board and the Administrative Board of the school of higher education perform the duties assigned by this law to the Faculty Board and the Faculty Administrative Board.

Department

ARTICLE 21

In a faculty or in a school of higher education, there cannot be more than one department engaged in the same or similar education.

The Department is administered by the Head of the Department.

The Head of the Department is appointed for three years from among full-time professors in the Department; if none, from among the associate professors; if none, from among the assistant professors. The appointment is made by the Dean in the case of faculties, in the case of schools of higher education attached to the faculty, by the Dean upon the nomination of the Director, and by the Rector upon the nomination of the Director in schools of higher education attached to the office of the Rector. The Head of the Department may be re-appointed, at the end of his/her term of office.

The Head of the Department appoints one of the teaching staff members as his/her deputy during his/her absence.

In case of an absence lasting, for any reason whatsoever, for more than six months, a new Head is appointed following the procedures outlined above, to complete the remaining part of the term.

The Head of the Department is responsible for education and research at every level in the Department and for the orderly and productive functioning of all activities within the Department

PART FIVE

TEACHING FACULTY MEMBERS

The Duties of the Teaching Staff Members

ARTICLE 22

a. To carry out and have carried out education and practical studies at the pre-baccalaureate, baccalaureate and post-graduate (post-baccalaureate) levels in the institutions of higher education in line with the purpose and objectives of this law, and to direct project preparations and seminars.

b. To undertake scientific and scholarly research for publication in the institutions of higher education.

c. In accordance with a program arranged by the head of the related unit, to set aside certain days for the advising and guidance of students, helping them as needed and directing them in line with the aims and basic principles of this law.

d. To carry out the duties assigned by authorized organs.

e. To perform other duties assigned by this law.

Appointment to Assistant Professorship

ARTICLE 23

a. A vacancy for an Assistant Professor position in a unit of the university is advertised by the rectorate and applications are invited. In faculties and organizations attached to the faculties, the Dean, in graduate schools and schools of higher education attached to the rectorate, the Director assigns three Professors or Associate Professors (one of whom shall be from outside the university in question, and one an administrator of that unit) to give written statements upon each of the candidates. The Dean or the Director upon receipt of the opinion of the Administrative Board concerned submits his/her nominations to the Rector. The appointment is made by the Rector.

The Assistant Professor(s) may be appointed to any one university for no longer than 12 years, each time for a term of two or three years. Appointment is not automatically renewable.

b. Prerequisites for the appointment of Assistant Professors:

To have acquired a doctorate, or specialist status in medicine, or proficiency in certain branches of the fine arts to be determined by the Council of Higher Education upon the recommendation of the Inter-university Board,

To pass the foreign language examination, which will cover a translation in the candidate's major field of about 150-200 words from Turkish into a foreign language and from the foreign language into Turkish to the satisfaction of a jury of three members, one of them a teaching staff member in the relevant language. The jury shall be selected by the Administrative Board of the Faculty, Graduate School or School of Higher Education.

Associate Professorship Examinations

ARTICLE 24

a. The Associate Professorship examinations are held once a year by the Inter-university Board.

Candidates possessing the following qualifications may apply to the Inter-university Board by the date which it decides upon, with the necessary documents and publications, also stating their major area of study, specialization and research. The Inter-university Board appoints a jury of three or five members according to the regulations concerning the Promotion and Appointment of Academic Staff, taking into consideration their major area. This jury examines the work, gives the candidates an oral or, if necessary, a practical and applied examination and awards the successful candidates the title of Associate Professorship in the relevant subject.

b. In order to take the Associate Professorship examinations, the following conditions are necessary:

After receiving a bachelor's degree, to have received a doctorate degree, specialization in medicine, or proficiency in certain branches of the fine arts to be determined by the Council of Higher Education upon the proposal of the Inter-university Board,

To have produced original research and publications,

To have passed a centralized foreign language examination to be prepared by the Interuniversity Board.

It is not necessary for the foreign language examination referred to in paragraph (3) above to be related to the major branch of the candidate. If the candidate's major area is a foreign language, the examination is to be taken in another foreign language.

Appointment to Associate Professorship

ARTICLE 25

a. When there is a vacancy for an Associate Professorship in a university unit, this is advertised by the office of the Rector, specifying whether the position is full-time or part-time. The Rector assigns three professors, one of them from outside the university and one of them the administrator of the related unit if there is one, to examine the candidates. These professors relay their views to the Rector on each candidate separately. Based on these views and those of the University Administrative Board, the Rector makes the appointment.

b. Requirements for appointment to Associate Professorship:

1. To have received the title of Associate Professor.

ARTICLE 26

a) To be promoted to professorship, it is necessary:

1. To have worked in the relevant field of study for five years after receiving the title of Associate Professor,

2. To have done work of practical application and to have published original research of an international standard,

3. To have been appointed to a staff position of professorship.

One of the publications referred to in paragraph (2) above is designated as the main research work.

b) Appointment to a Professorship Staff Position:

1. Associate Professors having the above qualifications and professors having at least two years of service in another university may be appointed to a vacant professorship position,

2. Upon the vacancy of a professorship post in universities, the Rectors advertise vacant posts of the universities, with details of the areas of study and the special qualifications that are required,

3. At least five professors, including at least three from outside the university, are appointed by the Rector to evaluate the applicants. The Rector submits to the University Administrative Board each of the separate assessments of the professors on the candidates including their preferences in the case of more than one candidate. The appointment is made by the Rector upon the decision of the administrative board of the institution of higher education, taking these reports into consideration.

The Title of Associate Professor Obtained in Foreign Countries

ARTICLE 27

Those who have been granted an Associate Professorship title in a foreign country after they have received a doctorate degree or qualified as a specialist in a medical field may apply to the Interuniversity Board for confirmation of the validity of this title provided they have worked under this title in a higher education institution or at a research center for at least two years in foreign countries. In order for the title to be granted equivalency, the Inter-university Board must recognize the foreign institution of higher education at which the candidate has worked as being of a standard equal to that of such institutions in Turkey.

The Title of Professorship Obtained in Foreign Countries

ARTICLE 28

Those who have obtained the title of Professor in a foreign country after receiving the doctorate degree, or specialization in medicine, or have worked in the fine arts for a specified period, and have worked for at least two years with this title in institutions of higher education and research in foreign countries, may apply to the Inter-university Board for confirmation of the validity of this title. In order for the title to be granted equivalency, the Inter-university Board must recognize the foreign institution of higher education at which the candidate has worked as being of a standard equal to that of such institutions in Turkey.

The Maintaining of Titles

ARTICLE 29

Teaching staff members may not be deprived of the academic titles they have earned except under the provisions of this law.

Those leaving the teaching profession consequent on changing their jobs, retiring or resigning or being considered to have done so, may keep their academic titles. The titles of Professor, Associate Professor and Assistant Professor may only be used in places of work other than institutions of higher education if the bearer has completed at least two years in an institution of higher education after being granted the title.

Retirement Age

ARTICLE 30

Teaching staff members will retire, at the latest, at the age of 67.

Instructors

ARTICLE 31

Instructors may be appointed on a full-time or hourly basis in universities and attached units to teach courses or conduct applied practical studies for which a teaching staff member has not been appointed in accordance with this law, or courses requiring particular specialization, from among individuals recognized as specialists in their field on the basis of their experience and works. Instructors may be appointed to positions designated for teaching staff members, ancillary staff or instructors, by a rector, upon the proposal of the Faculty Administrative Board and the Dean in the case of faculties, or the head of department in the case of departments attached to the office of the Rector. They may also be appointed on a part-time (hourly) basis or on a contract basis. Instructors may be appointed to a position designated for a teaching staff member for a maximum two-year period. If, at the end of this period, no teaching staff member has applied for the said position, and the institution deems it appropriate, they may be re-appointed in the same manner. Such appointments are not automatically renewed. Conservatories and schools of higher education may appoint instructors on a regular basis, when necessary.

Lecturers

ARTICLE 32

Lecturers can be appointed by the Rector upon the proposal of Deans, in the case of faculties and units attached to faculties, or of Directors, in the case of graduate schools or schools of higher education attached to the office of the Rector. They may be appointed on a part-time or full-time basis. Re-appointment is possible, but not automatic. In the case of re-appointment, the procedures originally followed are to be repeated.

ANCILLARY STAFF

Research assistants, specialists, translators, and educational planners

ARTICLE 33

a. Research assistants are members of the ancillary staff who assist with research, studies, and experiments in higher education institutions, as well as carrying out other duties assigned by authorized bodies. Upon the proposal of the section head concerned and the approval of the Department Head, Dean, Graduate School, School of Higher Education or Conservatory Director, they are appointed by the Rector for a maximum period of three years, at the end of which their appointment automatically comes to an end.

The Council of Higher Education sets the criteria concerning those research assistants who are to be sent abroad for graduate study, as well as those appointed for the first time with this aim in view.

The stipulation stated above with regard to the period of appointment is not applied in the case of research assistants sent abroad for graduate study. Tuition fees, travel expenses and other relevant expenditures of such research assistants are paid for out of special funds within the personnel expenditures of the universities concerned. During the period of their graduate study abroad the appointments of such research assistants remain in force and they are paid 60 % of their net monthly salaries by the institution concerned [with the exception of those who receive scholarships (for the period after one year) and those who secure scholarships on their own and have been granted leave of absence without pay]. Those who are sent by their institutions are also paid a sum stipulated by Law No. 1416 on Students to be Sent to Foreign Countries, equivalent to that paid to students in the same country. In the case of scholarship holders, if the amount of their scholarship is less than this amount, the difference is paid by their institution. Tuition fees and fees for courses which are prerequisite to begin their studies are also paid by their institutions. Each year, in the months of March and September, they are also paid two equal supplementary payments (each equivalent to their monthly remuneration) to cover textbook, stationery, and other educational expenses).

b. Specialists are ancillary staff who are required, for a specific period, to carry out duties directly or indirectly related to instruction or to assist in laboratory work or in libraries where special skills or specialized knowledge is required.

c. Translators are ancillary staff employed for specific periods to carry out oral or written translation.

d. Educational Planners are ancillary staff responsible for the planning of instruction and education at institutions of higher education.

e. The appointment of Specialists, Translators and Educational Planners is made by the Rector of the university, upon the proposal of the respective Deans of Faculties or Directors of Graduate Schools or Schools of Higher Education. The Deans and the Rectors have to consult the respective Administrative Boards, before making their proposals. Such appointments are made for a maximum of two years, and automatically expire at the end of this period. Reappointments can be made following the same procedures. After the third appointment, full-time appointment can be made.

Foreign National Teaching Staff Members

ARTICLE 34

Teaching staff of foreign nationality, who are to be employed on a temporary basis at higher education institutions, are appointed by the Rector in accordance with the recommendations of the University Administrative Board following the proposals of the Administrative Board of the relevant Faculty or Graduate School or School of Higher Education. The provisions as set down in this law regarding teaching duties for the permanent teaching staff also apply for these foreign appointees.

The appointment of such foreign nationals is made upon the approval of the Ministry of the Interior, without being subject to the provisions of Law No. 657 on Civil Servants, which require a decision on the part of the Cabinet. The Ministry of the Interior is to reply within two months, and such foreign nationals are hired on a contract basis.

Training of Teaching Faculty Members

ARTICLE 35

To meet their own needs and those of other higher education institutions either newly established or yet to be established, higher education institutions are responsible for the training of their faculty members, at home or abroad, and in accordance with the principles and objectives of development plans and also in accordance with the needs and principles set down by the Council of Higher Education.

The positions allocated to research assistants may be transferred on a temporary basis by the Council of Higher Education to other universities for the purpose of training faculty members in order for them to carry out research or doctoral studies. Those who obtain their doctorate, specialization in medicine, or

proficiency in the arts in this manner are to return to their own universities upon the completion of their studies. In this event the staff position is re-allocated to the research assistant's university. Faculty members trained in Turkey or abroad are required to carry out compulsory service to their institutions in accordance with general provisions in force. Those who do not carry out this requirement are not appointed to higher education institutions. Forms of compulsory service stipulated by special laws are not covered by this provision.

PART SIX

ACTIVITIES AND SUPERVISION

Working Principles

ARTICLE 36

a. Professors and Associate Professors fall into two groups, those employed on a full-time, permanent basis and those on a part-time one:

1. Those employed on a permanent basis at the university

Professors and Associate Professors of this category devote all their working time to activities relating to the university.

Except in the case of special duties set down in special laws, they may not take on any work of any kind, paid or unpaid, official or private, outside the higher education institutions, with the exception of royalty payments and duties stipulated by special laws.

Their work in public institutions, and in such organizations as aim to serve the public interest, and with which the University Administrative Board has agreed to cooperate, is counted as work carried out within the university.

All payments due from work of this kind are entered as income in the Revolving Fund of the organization at which the Professor or Associate Professor is employed.

2. Those employed on a part-time basis at the university

Those Professors and Associate Professors, who are appointed for a period of made in accordance with the provisions of this law if there is an opening in the relevant department, for such an appointment.

a. Two years at a time, are obliged to be present for at least twenty hours a week at the university. They are to undertake teaching duties, practical work and research under the direction of the Head of the Department. They: receive no supplementary salary nor any increment of any kind; nor may they benefit from the revenue of the Revolving Fund; cannot serve as Rector, Dean, Director of Graduate Schools and Schools of Higher Education, or Head of Department; nor can they become their deputies. However, they may serve as Graduate School Director, Department Head, or Section Head within the working hours and period stipulated for civil servants; may go abroad to further their knowledge, to carry out research work and to take part in any academic activity, but their expenses are not to be paid for out of the budget or out of university funds. The appointment of those whose services are still required after two years is reserved according to the same procedure as of the original appointment. The appointment of those who wish to be employed on a permanent basis can be

b. Assistant Professors may only be employed on a permanent basis in the university and in the units attached to it.

c. Teaching staff members, employed on a permanent basis, and the salaried ancillary staff, are to carry out such duties as those of teaching, research, practical and administrative work and whatever is assigned to them by the university organs. Their minimum working hours will correspond to those of civil servants.

d. The decision as to how much of the practical work, seminars and doctorate work either carried out or supervised by teaching staff members is to be counted towards the minimum total of ten hours of teaching per week rests with the Council of Higher Education.

e. The weekly load of teaching work for instructors and lecturers employed at a university and at its attached organizations is to be determined by the Council of Higher Education, with a minimum of 12 hours per week.

f. The work of teaching faculty members will be supervised by Heads of Departments, Directors of Graduate Schools and Schools of Higher Education, Deans and Rectors.

g. Rectors, Deans, Directors of Graduate Schools and Schools of Higher Education are exempted from the requirement of the weekly teaching load. The weekly teaching load for Vice-Rectors, Assistant Deans, and Assistant Directors of Graduate Schools and Schools of Higher Education, and for Heads of Departments is half the term specified above.

Practical Contributions of Universities

ARTICLE 37

The requests of individuals or organizations outside the institutions of higher education for scientific and academic expertise, projects, research and similar services along with the medical examination and treatment of patients, and also laboratory tests and the research related to them, either at the university or at the place of service, may be performed in accordance with the principles laid down by the University Executive Board. All payments due from such services are entered as income into the Revolving Fund of the relevant higher education institution or of its attached organization.

Assignment to Public Organization

ARTICLE 38

Upon the request of the concerned institution and the willingness of the person concerned, and with the agreement of the relevant University Executive Board and the approval of the Rector, and of the Council of Higher Education, teaching faculty members, without loss of their acquired rights, and still benefiting from them at their own institutions, can temporarily be assigned to any such institutions or organizations as the Ministries, the Armed Forces, the Scientific and Technical Research Council of Turkey, The Center for Forensic Medicine, The Atomic Energy Commission, the Foundation for the Development of the Turkish Armed Forces, institutions working for the public benefit, foundations, and research and development centers, and other public institutions. Those assigned in such a manner (with the exception of the Center for Forensic Medicine, foundation hospitals, health centers, and mobile health facilities) cannot benefit from the Revolving Fund, but continue to receive their monthly salaries and other payments from the institution of higher education to which they are attached, as well as retaining all relevant rights.

Upon the request of the judicial authorities concerned, the approval of the Council of Higher Education, and within the framework of the regulations concerning forensic medicine, the academic staff of higher educational institutions or of their attached units can be required to act as expert witnesses in forensic medicine cases as well as in other legal matters.

Assignment at Home and Abroad

ARTICLE 39

For those faculty members who, without requesting any traveling expenses from their institutions, wish to attend congresses, conferences, seminars or similar academic meetings, in Turkey or abroad, or to undertake and carry out a research project involving traveling, leave of absence up to one week is given by the Dean or the Director of the Graduate School or School of Higher Education, and for up to fifteen days by the Rector of the relevant university. When a period of more than 15 days is involved, and when travel expenses, or the expenses incurred by the research project, are to be paid out of the budget of the university or of its attached units, or out of the Revolving Fund, the resolution of the concerned Administrative Board and the approval of the Rector must be sought.

Apart from the conditions stipulated in Article 33 of this law and in the first paragraph of the present article, teaching faculty members may be sent abroad for professional training, or to increase their knowledge. Upon the proposal of the Council of Higher Education, the Council of Ministers shall determine quotas and time periods each year with regard to the universities, concerning those to be sent abroad for a maximum of one year. Similarly, teaching faculty members who receive grants from foreign sources may also be sent abroad. The quotas shall be distributed among the units of the universities by the decision of the University Administrative Board and the approval of the Rector, as shall also be the case for the selection of those to be sent abroad. When deemed necessary, the period spent abroad may be extended by 50 % upon the decision of the Administrative Board concerned and the approval of the Rector. Those sent abroad accordingly are subject to the provisions of Law No. 657 on Civil Servants with regard to those sent abroad for the same purpose. However, the University Administrative Board may decide to pay them an amount which does not exceed that paid to civil servants. Those who receive scholarships, grants, or salaries from sources abroad, may be granted leave with or without pay, for the period that they are assigned, according to provisions determined by the institution concerned and upon the decision of the University Administrative Board.

Traveling expenses shall be determined in accordance with general provisions, equivalent to that paid to civil servants of an equivalent status. This applies both to those referred to in the first paragraph, sent on a short-term basis, and those referred to in the second paragraph. Traveling expenses of those sent on a short-term basis are to be met by the institution concerned, be it their own institution or another institution.

Upon the decision of the University Administrative Board and the approval of the Ministry of National Education, teaching faculty members may be granted leave with pay, when officially invited by institutions

of higher education in the Turkic Republics or related communities for a period not to exceed 3 years, in which case they will retain all rights.

Interinstitutional Cooperation

ARTICLE 40

a. Should the teaching staff members or the ancillary staff of an institution of higher education have a teaching load of less than is prescribed, the Rector can assign them to teaching duties either in other departments of their own universities or in other higher education institutions in the same city. They are eligible for extra payment by the institution to which they are assigned only if the weekly teaching load is then exceeded.

b. A teaching staff member may be asked to take up teaching duties at a university which has asked for such help. Following the approval of the Rector (s)he will be assigned by the Council of Higher Education for a minimum period of one academic year if both (s)he and the respective Administrative Board agree. The staff position of the teaching staff member thus assigned shall be kept open for him/her for a period of five years. When a vacancy is being filled, priority will be given to the candidate who, all else being equal, has served for at least 5 years at a higher education institution in one of the developing regions of the country.

c. The needs for teaching staff members of the higher education institutions of the Turkish Armed Forces and the Security Forces – which are not covered by this law – shall be met from among the chosen staff preferably in higher education institutions of the same city. Assignment procedures are the same as those described in paragraph (a) above. Such teaching staff members are to be requested by name.

Procedures for Meeting the Needs for Teaching Staff Members

ARTICLE 41

The Council of Higher Education shall determine the needs for teaching staff members in various disciplines at state institutions of higher education which fall within the provisions of this law, as well as determining which institutions are to meet these needs, and shall communicate this decision to the universities concerned with the aim of their meeting these needs. Within two weeks of receipt of these lists, the rectors of the universities concerned shall inform the Council of Higher Education of the teaching staff members who have been assigned for this purpose. Such assignments are made for a minimum of one and a maximum of four semesters, in which case the teaching staff positions of the staff members concerned are retained by them at their own institutions.

Assignments made in accordance with this article or paragraph (b) of Article 40 come within the provisions regarding civil servants with regard to notification, separation from post, period of assignment and starting date.

Assignments made in accordance with this article or paragraph (b) of Article 40 shall state the period of assignment as part of the written decision concerned. Salaries, supplementary payments, and traveling expenses are to be paid for by the university to which they have been assigned, in accordance with Law No. 6245 on Travel Allowances.

Those assigned within the provisions of this article or paragraph (b) of Article 40, and who do not take up their new posts within the period specified by law, following official notification, will be considered to have resigned, and will not be permitted to be re-appointed to a higher education institution or work in a public institution as long as they fail to carry out this assignment

Intramural Academic Supervision

ARTICLE 42

a. Academic supervision of teaching faculty members includes their activities pertaining to education, research, publication, seminars, clinical and practical work.

b. At the end of each academic year the Head of Department submits a report to the respective Dean on the educational and research activities of the department for the previous year, together with a work plan for the coming year. The Dean adds his/her comments and sends the report to the Rector. The Rector evaluates the report itself as well as the views of the Dean, takes the necessary measures and notifies the Council of Higher Education of his/her decision on inadequacy. The Director of a Graduate School or a School of Higher Education sends his/her report to the Rector or Dean to whom (s)he is responsible.

c. Each teaching faculty member shall submit to the Rectorate, through the administrator of his/her own unit, a list showing his/her academic research, publications, courses taught, seminars organized, practical work and a copy of each paper presented at an academic congress whether in the country or abroad. If

papers have not been published, a type-written copy should be presented to the Rectorate. The rights granted by Law No. 5846 on Copyright are reserved.

d. The academic publications of the faculty members will be kept in special archives by the universities and by the Council of Higher Education.

PART SEVEN

EDUCATION AND STUDENTS

Education at Bachelor's Level

ARTICLE 43

Higher education for which a fee is charged, is organized as follows in accordance with the aims and basic principles specified by this law:

a. Guidelines for education conducted according to the special objectives of individual units, within the higher education institutions, as well as diplomas granted based on these educational programs, shall be specified in the regulations regarding education and examination to be prepared by each university.

b. In universities where education is given in the same fields or branches of a discipline, the Council of Higher Education, upon the recommendations of the Inter-university Board will regulate the education, methods, scope, teaching duration and the principles of evaluation within each academic year in order to establish a uniformity of expected standards and degrees granted as well as of rights and privileges. In the case of teacher-training units, this procedure will be carried out in cooperation with the Ministry of National Education.

c. Institutions of higher education may use any kind of educational method: formal, informal, and open.

Duration of Education

ARTICLE 44

A maximum of 4 years is to be granted to students for the completion of 2-year pre-baccalaureate programs, and of 7 years for 4-year bachelor's degree programs. As for programs normally taking 5 and 6 years, the maximum periods shall be 8 and 9 years, respectively. However, at the end of this period, those final-year students shall be given the right to take two additional examinations for all courses which they have failed, one of them being a make-up examination, in order that they might graduate. Those, who after these examinations are still failing in a maximum of 5 courses, will be allowed to take examinations for these 5 courses for a period of 3 semesters. Those students who fail up to 5 courses without taking additional examinations will be granted 4 additional semesters to pass the examinations (or two academic years for those institutions operating on a yearly rather than a semester basis). With the exception of the Gülhane Military Academy of Medicine, students failing 3 or fewer courses will be granted the right to take an unlimited number of examinations. Those students who have passed all courses required for graduation, but whose grade point average is below the minimum required for them not to be dismissed, and are in their last semester of study (or last year, in the case of institutions operating on a yearly basis) will be given the right to take an unlimited number of examinations in any two courses in the last two years of the curriculum in order to raise their grade point average. Apart from courses requiring practical sessions and such courses as they have not already taken, attendance shall not be a pre-condition for passing. Students who do not take any additional examinations for three consecutive or non-consecutive academic years, shall be considered to have forfeited their right to take an unlimited number of examinations and may not benefit from it. Those students who do benefit from this right are required to continue to pay tuition fees, but do not benefit from any rights granted to students, other than the right of examination. Students enrolled in open education programs are not subject to these time limitations and do not benefit from student rights.

In the case of those students who met attendance requirements but who failed to carry out their responsibilities with regard to midterm and final examinations as stipulated by this article and who have consequently been dismissed, preparatory year and first year students, for a maximum of one course, second and third year students, for a maximum of three courses, are to be given three additional examinations. In the case of those students who have lost a year due to an insufficient grade point average, including those in the preparatory year and those in the second and third years, one additional examination in each of 3 courses of their own choice is to be given. Those who have been granted the right to take such examinations, shall be permitted to do so, at the beginning of each academic year, upon application to the institution concerned, without regard to whether the examination is a midterm or a final examination. Those who pass all the courses for which they are responsible, as a result of these examinations, continue with their education from the point at which they were. The period during which they were taking examinations

is not taken into account in calculating their maximum period of study. Students taking such examinations do not benefit from any student rights.

The Senate of each university determines requirements concerning pre-baccalaureate and bachelor's level education, and prepares regulations concerning attendance, number and weight of midterm examinations, practice, examinations, and make-up conditions.

The granting of pre-baccalaureate degrees to those who have or have not completed bachelor's degree programs, or their transfer to higher schools of vocational education is to be carried out in accordance with the provisions of regulations to be prepared by the Council of Higher Education.

Admission to Higher Education

ARTICLE 45

a. Students are admitted to institutions of higher education by means of an examination prepared in accordance with provisions specified by the Council of Higher Education. In the evaluation of examination results, the performance of students during their secondary education is taken into account. Quotas are allocated for the placement of top-ranking graduates of secondary schools, placement being carried out taking into account their preferences and entrance examination scores.

In the selection of students for higher education institutions, supplementary points are calculated based on performance during secondary education, in a manner to be determined by the Student Selection and Placement Center, and added to their entrance examination scores.

Those students who are graduates of professionally- or vocationally-oriented secondary schools (lycees) and who apply for an undergraduate program in the same area, will also have their entrance examination scores supplemented by a coefficient to be determined.

b. Students demonstrating outstanding talent in certain branches of the arts, may be admitted to undergraduate programs in those same branches on the basis of selection procedures to be determined by the Council of Higher Education.

Fees

ARTICLE 46

The fees to be paid each year per student to the institutions of higher education are fixed and announced by the Council of Higher Education, taking into consideration the character and duration of the period of study in various disciplines and also the nature of the individual higher education institutions. The portion of these fees to be paid by the State is determined each year by the Council of Ministers and allocated to the budget of the institution concerned on a per-student basis. The remaining portion of the fees is paid by the student. The portion paid by the State is to be a minimum of 50 %.

By the month of July of each year, at the latest, the Council of Ministers decides upon the amount to be paid by the State and by the students themselves, taking into consideration different geographical regions, as well as the fees to be charged to foreign students, and determines provisions concerning payment of such fees.

Loans may be granted by the Higher Education Loan and Dormitory Board to students who have financial difficulties to cover the student-paid portion of the tuition fees.

With the exception of preparatory and foreign language development programs, state support continues to be paid to students who are unable to complete pre-baccalaureate programs in two years, or bachelor's level programs in the time stipulated, be it 4, 5, or 6 years. For the first such additional year the student portion is increased by 50 %, for subsequent years, by 100 %. Those students enrolled in a second bachelor's level program pay twice the normal student portion.

Registration procedures are not completed or renewed for those who do not pay the student portion of fees.

Funds collected from student-paid fees, student facilities and activities as well as income from textbooks and educational materials produced by the institutions of higher education are to be deposited in an account opened in a national bank. The Budgetary Office and the Ministry of Finance are to be advised of this income. Funds collected in this manner are to be used primarily for subsidizing student meals, health, sports, cultural and other social services, as well as for the operating expenses of the university, investments related to development plans and programs, currency transfers, and payment to students employed on a temporary, part-time basis. Provisions governing the use and expenditure of such funds are determined by the Council of Higher Education, taking into consideration the recommendations of the Ministry of Finance.

The expenditure of such funds, as well as accounting and supervisory activities thereto related, are subject to revolving fund regulations and carried out by an accountant appointed by the university.

Funds not spent in a given year are transferred to the budget of the subsequent year.

Debts resulting from loans not repaid when due are collected in accordance with the provisions of Law No. 6183 on Money Owed to the State, and paid to the Higher Education Loan and Dormitory Board.

Social Services

ARTICLE 47

The Organization of Activities

- a. The institutions of higher education, in accordance with the plans and programs of the Council of Higher Education, are to take necessary measures for the mental and physical well-being of students; to provide their social needs regarding nutrition, studies, relaxation, use of leisure time and the like; and with this aim in mind and within the limits of the budget, to open reading rooms, health centers with in-patient facilities, medico-social centers, student canteens and restaurants; to provide cinema and theatre halls, outdoor camping sites, gymnasiums and sports grounds.
- b. Higher education institutions, with the cooperation of public and private organizations, are to assist their graduates in finding jobs.
- c. The universities are to establish centers for guidance and psychological counseling and try to solve the personal and family problems of the students.
- d. The number and distribution among disciplines of the students who shall study in the universities, sponsored by public institutions and receiving scholarships from them shall be determined taking into consideration manpower requirements and the need to train teaching faculty member. The fees of the scholarship students and also their laboratory, examination and diploma fees are all included in the scholarships.

The Printing of Textbooks and other Educational Materials

ARTICLE 48

In universities, textbooks and educational materials are printed by the universities themselves and sold to the students at a price not to exceed the printing costs. The teaching staff may not print textbooks and educational materials on their own initiative. In the event of their being informed in writing by the institution's Administrative Board that the books accepted for printing cannot be printed by the university within that academic year, then they have the right to have them printed themselves.

The regulations to be implemented and the royalties to be paid for the publication of textbooks and educational materials are determined by the Council of Higher Education.

Foreign Language Preparatory Instruction

ARTICLE 49

Those higher education institutions which carry out education, partially or totally, in a foreign language, administer a proficiency examination in the medium of instruction. Students found inadequate in the foreign language examination are given preparatory courses of up to one year's duration, according to principles to be established by the Council of Higher Education. Students unsuccessful in this language course are dismissed.

During the normal course of education, every effort will be made to ensure that the students continue to improve their knowledge of the foreign language.

Post-Graduate Education

ARTICLE 50

Procedures and Requirements

- a. Higher education institutions shall conduct examinations to select those university graduates who wish to study for a master's or doctorate degree, or specialization in a field of medicine, according to principles determined by the Inter-university Board.
- b. The institutions of higher education prepare the necessary plans and take the necessary measures in order to meet demands concerning post-graduate study.
- c. Students in post-graduate education may receive scholarships, they may also be appointed for a period of one year at a time to an ancillary staff position.
- d. In the determination of salaries or remunerations to be given to those engaged in specialization in medicine, the salaries and remunerations of personnel of the same status, at the Ministry of Health, will be taken into consideration.

PART EIGHT

ADMINISTRATIVE STAFF AND OTHER EMPLOYEES

Administrative Organizations

ARTICLE 51

a. A Secretary General is appointed to be in charge of central administration and (s)he is responsible, in governing bodies of higher education, to the President and in universities to the Rector. In addition, there will be the necessary number of office heads, directors, consultants, legal advisors, experts, clerical staff and service personnel who are subject to Law No. 657 on Civil Servants.

Departmental directorates and directorates are established in compliance with general provisions, by the decision of the Board in governing bodies of higher education and by the Administrative Board in universities.

b. In each Faculty, there is to be a Faculty Secretary, the head of the faculty administration, responsible to the Dean. Similarly, in Graduate Schools and Schools of Higher Education there are to be a Graduate School and a School of Higher Education Secretary responsible to the Graduate School or School of Higher Education Director. The necessary number of administrative and office staff will also be employed. Division of labor among them is to be made by the Secretary, upon the approval of the Dean or the Director.

c. The Secretary General and Secretaries act ex officio in the capacity of rapporteurs.

Appointment Procedures

ARTICLE 52

a. The Director of the Student Selection and Placement Center, the Secretary- General, section heads, directors, legal advisors and experts are appointed by the President of the Council of Higher Education, upon the recommendation of the relevant board of the governing bodies of higher education; in universities the appointment is made by the Rector on the recommendation of the University Administrative Board. Similarly, the appointment of Faculty, Graduate School and School of Higher Education secretaries is made upon the recommendation of the relevant Dean and Director by the Rector.

b. Secretary-Generals of governing bodies and universities must be university graduates and the Faculty, Graduate School and School of Higher Education secretaries must have a higher education diploma.

c. The appointment of office staff is made by the Dean in faculties and their related units, by the directors in institutions directly attached to the office of the Rector, and by the President or the Rector in governing bodies of higher education and in the university central administration upon the recommendation of the Secretary- General and with attention to suitable vacancies.

d. The appointment of service personnel in governing bodies of higher education, in the office of the Rector, and in the units attached to the Rector, is made by the President or by the Rector, upon the recommendation of the Secretary-General; in faculties and in their attached units, by the Dean upon the recommendation of the Faculty Secretary; and in Graduate Schools and in Schools of Higher Education, by the Director upon the recommendation of the Secretary.

e. The posts, whether permanent or temporary, for the administrative personnel of governing bodies of higher education and of universities are determined by the President in governing bodies of higher education and by the Rector in universities, and are then proposed to the relevant authorities.

f. The administrative and other staff, in governing bodies of higher education and in universities, can be appointed or transferred by the President of the Council of Higher Education to other public organizations, or to other units of the governing bodies of higher education and to the higher education institutions, upon the recommendation of the Secretaries-General in governing bodies of higher education and of Rectors in universities.

PART NINE

DISCIPLINARY AND PENAL PROCEDURES

General Principles

ARTICLE 53

a. The President of the Council of Higher Education is the disciplinary superintendent of the Council of Higher Education and of university rectors; similarly rectors, of universities; deans, of faculties; graduate school and school of higher education directors, of graduate schools and schools of higher education; secretaries-general or secretaries, of the office of the relevant units. The administrative boards of the universities as well as of their attached units function, at the same time, as disciplinary committees. Associate and assistant professors are not admitted to the meetings of disciplinary committees when the

case of a professor is in question; nor are assistant professors admitted when the case of an associate professor is under discussion.

b. Disciplinary procedures, concerning teaching faculty members and the administrative and other personnel and also responsibilities of the disciplinary superintendents, are determined by the Council of Higher Education in accordance with the procedures and principles applied to civil servants.

c. Penal Investigation Procedures

In the case of the allegation of criminal behavior on the part of the President or members of governing bodies of higher education, the administrators of higher education institutions, full-time or part-time faculty members and personnel subject to Law No. 657 on Civil Servants, alleged to have been committed as a consequence of their duties, or while carrying out their duties, the following provisions shall apply:

1. Preliminary Investigation

The investigation is carried out by a commission composed of at least three members of the Council of Higher Education at a meeting chaired by the Minister of National Education and not attended by the President of the Council of Higher Education, when (s)he himself/herself is the subject of the said investigation. In the case of others, the investigation is carried out by the President of the Council of Higher Education or other disciplinary superiors, either directly or by delegation to investigators whose number is to be determined by them.

Faculty members appointed to investigate the case of another faculty member must be equal in rank to, or of higher rank than, the subject under investigation.

2. The decision as to whether a final investigation is to be conducted, is made:

a. by the 2nd Bureau of the Council of State, in the case of the President or members of the Council of Higher Education, or members of the Higher Education Supervisory Board,

b. by a three-member commission composed of members of the Council of Higher Education, in the case of university rectors, vice-rectors, or secretaries-general of governing bodies,

c. by a three-member commission composed of vice-rectors, chaired and appointed by the Rector, in the case of administrative board members of a university, faculty, graduate school or school of higher education, as well as in the case of deans and assistant deans of faculties, directors and assistant directors of graduate schools or schools of higher education, or university secretaries-general,

d. by a three-member commission composed of members of the University Administrative Board, in the case of teaching faculty members, and of faculty, graduate school, or school of higher education secretaries,

e. by the local, provincial administrative board, in the case of other staff subject to the provisions of Law No. 657 on Civil Servants.

f. Regular and alternate members of investigatory commissions established by the Council of Higher Education or university administrative boards are appointed for a period of one year. Appointments are renewable.

Presence of full membership of the body which is to decide upon the opening of a final investigation is necessary for a meeting to take place. Members concerning whom a preliminary investigation has been conducted or concerning whom a decision is to be reached do not participate in such meetings. Missing members are replaced by alternates. The provisions of Article 61 of this law apply with regard to other matters.

With regard to members of the Council of Higher Education and the Higher Education Supervisory Board, objections to a decision by the second Bureau of the Council of State authorizing the commencement of a criminal action as well as decision concerning dismissal of charges are automatically reviewed by the Administrative Affairs Board of the Council of State and decided upon. Objections by those concerned to decisions by other bodies authorizing the commencement of a criminal action as well as decisions concerning dismissal of charges are automatically reviewed and decided upon by the second Bureau of the Council of State. In the event that the decision to initiate a criminal action is upheld, the trial is to be conducted by the relevant criminal division of the Supreme Court and appeal proceedings to be dealt with by the General Penal Board, in the case of the President and members of the Council of Higher Education and the Higher Education Supervisory Board. For all others, the trial is to be conducted by the local courts in the place where the crime was committed.

In the case of a crime jointly committed by those of different status, the investigatory procedures as well as authority conducting the trial are to be determined with respect to the suspect occupying the highest status.

4. In the case of penal investigations concerning the President of the Council of Higher Education and rectors, with regard to crimes covered by Law No. 1609 on Procedures Governing Prosecution and Trial of Civil Servants and their Co-Defendants with Regard to Certain Felonies, the penal investigation is to be carried out in accordance with the procedures indicated above. All others shall be dealt with in accordance with the aforementioned Law No. 1609.

Permission for legal proceedings to be initiated concerning members of the Council of Higher Education and the President and members of the Higher Education Supervisory Board and administrative personnel of these institutions (including those of the Inter-university Board) is granted by the President of the Council of Higher Education, while that concerning university administrators, teaching faculty members, and civil servants is granted by university rectors.

5. In the event of the following, the procedures stated above are not to be applied, but the investigation is to be carried out by the Public Prosecutor:

Ideologically-motivated crimes aimed at abolishing basic rights and freedoms stated in the Constitution, abolishing the indivisible unity of the state with its country and people, abolishing the Republic, whose characteristics are indicated in the Constitution, for reasons based on discrimination according to language, race, class, religion, or sect, as well as related crimes; crimes directly or indirectly involving restriction of the freedom of learning and teaching; crimes interfering with the peace and order of institutions; boycotts, occupation, obstruction, as well as encouragement or provocation of the same; as well as being caught in flagrante delicto with regard to major crimes requiring severe penalties.

Matters not covered by this law shall be dealt with in accordance with the Law on the Trial of Civil Servants, dated 4 February 1923.

Student Disciplinary Procedures

ARTICLE 54

Investigation, Powers and Penalties

a. To those students whose behavior on the premises or otherwise is incompatible with the character and dignity of higher education students; who directly or indirectly restrict the freedom of learning and teaching; who violate the peace and order of institutions; who participate in actions such as boycotts, occupations and obstructions; who encourage and provoke such actions; who assault the person, the honor and the dignity of the personnel of higher education institutions; who behave disrespectfully; and who participate in anarchic or ideological actions or encourage and provoke such actions, penalties will be given including warning, reprimand, suspension for a period between one week and one month, or for one or two semesters or expulsion from higher education institutions, even though such conduct involves another offence.

b. The Faculty Dean, the Graduate School or School of Higher Education Director is authorized to investigate disciplinary violations by students on or off the premises of a Faculty, or of a Graduate School, or of a School of Higher Education, and directly to mete out the appropriate punishment or to refer the case to the disciplinary committee.

c. The procedure for disciplinary investigation is to be commenced as soon as the incident is made known, and the investigation is to be concluded within fifteen days at most.

d. A student who is under investigation has the right of oral or written defense. A student who does not make his/her defense within the allocated period is assumed to have renounced this right.

e. A student is notified of disciplinary action in writing. The case is reported both to the organization from which (s)he receives a scholarship or grant and also to the Council of Higher Education. The student has the right to appeal to the University Administrative Board within 15 days for reconsideration of the decision concerning expulsion from a higher education institution. Penalties are entered into a student's official records.

f. During the procedures to be carried out in accordance with this Article, notification can, if deemed necessary, be made to the student by public notice at his/her own higher education institution.

g. A decision to expel a student from a higher education institution is reported to all higher education institutions, to the Council of Higher Education, to Security Authorities and to the relevant draft office. Students who have been expelled from a higher education institution for disciplinary reasons are not eligible for admission to any higher education institution.

PART TEN

FINANCIAL PROVISIONS

Sources of Income

ARTICLE 55

Sources of income of governing bodies of higher education, higher education institutions and the units attached to them are:

- a. Annual budgetary allocations,
- b. Aids from institutions,
- c. Fees and payments received,
- d. Income from publications and sales,
- e. Income from movable and immovable property,
- f. Profits from the enterprises of the revolving fund,
- g. Donations, bequests and sundry.

Financial Facilities ARTICLE 56

Procedures and Methods

- a. All donations and bequests, which are made to governing bodies of higher education, to higher education institutions and to the units attached to them, are exempt from taxation, duties, stamp duties and fees. Donations and bequests shall be utilized in full conformity with the conditions and the restrictions laid down by the donors and general legal provisions shall be observed.
- b. Universities and higher institutes of technology benefit from the same exemptions, exceptions and other financial facilities granted to other public institutions subject to the general budget.
- c. The donations made in cash by real or juristic persons liable for income taxes and corporate taxes to the institutions of higher education shall be deducted from their respective proceeds.
- d. Machines, tools and instruments, equipment, pharmaceuticals, materials and publications which are imported for educational and research purposes by governing bodies of higher education, higher education institutions and the units attached to them are exempt from stamps, customs duty and excise on the condition that these goods are not available or manufactured within the country; similarly, goods of the same kind which are given as donations are also exempt from the same taxes and duties.
- e. The Rector in the university and the President in the governing bodies, is entitled to waive claims on the part of the respective institution up to and including one million Turkish Liras, if, according to his/her judgment, prosecution would not be in the best interests of the institution; for amounts above one million Turkish Liras, authorization has to be obtained from the Ministry of Finance, upon the application of the President, in the case of governing bodies, or the Rector in the case of universities, taking into consideration the advice of the Government Accounting Bureau.
- f. Expenditures necessitated by scholarly, scientific, technical research and publication conducted by universities, faculties, graduate schools, schools of higher education, conservatories, vocational schools of higher education and institutions and units thereto related are not subject to Law No. 2490 on Auctions, Bids, and Award of Contracts.
- g. The universities shall not be liable to the provisions of the Public Law No. 1050 Article 135 governing Public Accounting as well as Public Law No. 2490 on Auction, Bids, and Award of Contracts with regard to the construction of buildings, purchase of machinery as well as all kinds of equipment and their maintenance.
- h. Allocations in the budget of a given university may be transferred to the budget of another university by the Ministry of Finance, based upon the advice of the Rector and the proposal of the Council of Higher Education.

Financial Supervision of the İta Amiri*

ARTICLE 57

The budgets of governing bodies of higher education and higher education institutions are prepared, put into effect and supervised in accordance with the provisions which apply to general and subsidiary budgets. Presidents in governing bodies of higher education and rectors in universities are the İta Amiri(s). This authority can, when deemed necessary and appropriate, be delegated to Vice-Presidents, Deans, Directors of Graduate Schools and Schools of Higher Education, Chairperson of the units attached to governing bodies, and to Secretaries-General of governing bodies and universities.

Revolving Fund and Research Fund

ARTICLE 58

- a. Revolving Fund

Revolving fund enterprises can be set up in governing bodies upon the proposal of boards concerned and with the approval of the Council of Higher Education; in universities and in their attached faculties, graduate schools, schools of higher education, conservatories, research centers, upon the proposal of administrative boards concerned and the recommendation of the Rector and with the approval of the Council of Higher Education. The amount of the initial fund is indicated in the budget. This amount can be increased by the addition of its own incomes and also by the decision of the Council of Higher Education in governing bodies of higher education. In universities this is to be done with the approval of the Rector upon the proposal of the relevant administrative board.

Fields of activities for revolving fund enterprises, their capital limits, the principles governing the administrative procedures related to management, and accounting procedures are set down in the revolving fund regulations, in accordance with principles established by the Council of Higher Education and the recommendation of the Ministry of Finance.

Enterprises of a revolving fund are not subject to the provisions of Law No. 1050 on General Accounting and Auditing of the State, or of Law No. 2490 on Auction, Bids and Award of Contracts. The revenues acquired from the revolving fund and also each year's unspent funds are added to the revolving fund of the following fiscal year. The balance sheets and their supplements together with all income-expenditure documents, prepared within four months from the end of the fiscal year, are submitted to the Government Accounting Bureau, and copies sent to the Ministry of Finance within the same period.

At least 30 % of the income accruing to the revolving fund, which is established by the contributions of the teaching faculty members of all the individual units (teaching, research, practice), is allocated to the provision of the various needs of that particular unit, including materials, equipment, research projects, etc. The remaining portion is divided among the relevant teaching faculty members and administrative personnel subject to Law No. 657 on Civil Servants in accordance with proportions established by the University Administrative Board. Teaching staff members and faculty members in units proposed by the Inter-university Board and approved by the Council of Higher Education may, in one year, receive a total payment from the revolving fund not to exceed twice the total income they receive from the university including their salary (including supplementary coefficient and all other supplementary payments). Other faculty members' total payment from the revolving fund shall not exceed an amount equal to the total income they receive from the university (allinclusive). This is not to exceed 50 % in the case of administrative personnel subject to Law No. 657 on Civil Servants. However, the share that teaching staff members receive for contributions to the revolving fund outside of regular working hours shall not be taken into account with regard to the limit of a maximum payment of double their all-inclusive income.

b. Research Fund

Upon the decision of the Council of Higher Education, research funds attached to the office of the Rector can be established in universities, making use of the income of all revolving funds in the university concerned. The income of such funds consists of:

Sums allocated from the revolving fund, in accordance with the provisions stated above,

The entirety of revolving fund income acquired without the direct or indirect contribution of the teaching staff members,

Research allocations in the university budget,

Sums remaining from the previous year's research fund,

Donations, assistance, and other income.

Provisions regarding the use and administration of the fund are determined by the Council of Higher Education. With regard to accounting procedures and other financial matters, the procedures and principles of the Student Selection and Placement Fund of the Council of Higher Education shall apply.

PART ELEVEN

MISCELLANEOUS PROVISIONS

Membership and Office-holding in Political Parties

ARTICLE 59

Teaching faculty members in higher education institutions may be members of political parties. On condition that they carry out their responsibilities at their institution, and that they notify the institution within one month, they may hold office in the central organs of political parties and their research and advisory units. However, such teaching faculty members cannot serve as members of the Council of Higher

Education or of the Higher Education Supervisory Board, as rectors, deans, graduate school and school of higher education directors, or as department heads, or as their deputies.

Students in institutions of higher education may be members of political parties.

Teaching faculty members and students who are members of political parties shall not engage in party activities or party propaganda within institutions of higher education.

Re-Appointment to Institutions of Higher Education

ARTICLE 60

a. Those teaching staff members who have left institutions of higher education upon their being appointed to the Council of Ministers or elected to the Legislature, may, in accordance with the provisions of this law, be re-appointed to institutions of higher education. The period thus spent shall be considered to have been spent at the university, with regard to salary and promotion, and their re-appointment shall not require a vacant staff position.

b. Those teaching members who have, with their own consent, left higher education institutions, can, unless they have been expelled by court order or on disciplinary procedure, be re

appointed in accordance with the provisions of this law and not requiring a vacant staff position.

c. Those selected as President or members of the Council of Higher Education, as well as those selected as Rector or Dean while employed in an institution of higher education or a public institution may, upon completion of their term of appointment, and not being re-appointed, be re-appointed to their institution. The period thus spent shall be considered to have been spent at their institution with regard to salary and promotion, and their re-appointment shall not require a vacant staff position.

Voting

ARTICLE 61

In all juries and boards referred to in this law, each member will vote either for or against the motion; no one may abstain. For meetings of any boards, excluding the Council of Higher Education, the quorum is an absolute majority.

All decisions are made by the absolute majority of votes of the participants.

When the absolute majority cannot be obtained by the third round, the principle of the majority of votes is put into practice in the fourth round.

Personal Rights

ARTICLE 62

As regards the personal rights of teaching faculty members in universities and also of administrative and other staff in governing bodies as well as in universities, the provisions of this law are applied. For matters not defined in this law, the University Personnel Law is applicable; if that law does not cover the matter either, general provisions are applied.

Personnel Records

ARTICLE 63

The personnel records of teaching faculty members, administrative and other personnel working in higher education institutions and in governing bodies, and also records of students, are kept in accordance with general provisions and with statutory provisions to be drawn up by the Council of Higher Education. With regard to appointments, promotions, academic titles and other personnel matters, these records are considered valid.

Leave of Absence

ARTICLE 64

Teaching faculty members usually take their annual leave when the higher education institution is not in session. Other leaves of absence for teaching faculty members and also for the personnel in governing bodies and administrative staff in higher education institutions are subject to the provisions of the Law No. 657 on Civil Servants.

Rectors take their leaves of absence from the President of the Council of Higher Education, and other administrators from the authority they are immediately responsible to.

All the personnel working in higher education institutions and governing bodies may absent themselves with the permission of their immediate disciplinary superior.

Regulations

ARTICLE 65

a. The following matters shall be determined in the regulations to be prepared by the Council of Higher Education:

Matters concerning the organization, and the working procedures of the Council of Higher Education, and the selection of its members and procedures regarding elections and appointments within its jurisdiction, Matters concerning the formation, functioning, supervision procedures and principles of the Higher Education Supervisory Board,

Principles relating to the organization, functioning and duties, of the Student Selection and Placement Center to procedures of student selection and placement, and to the registration and examination fees to be received from the candidates and the utilization of the fund thus resulting,

Procedures regarding promotion and appointment of Assistant Professors, Associate Professors, and Professors in higher education institutions covered by this law,

Principles concerning the training of teaching faculty members,

Principles regarding the weekly teaching load,

Principles of procedure as regards tuition fees, including those of foreign students,

Principles governing printing of textbooks and educational materials, and also royalties,

Principles governing disciplinary procedures regarding teaching faculty members, administrative and other personnel, and students, as well as principles concerning the powers of disciplinary superiors and the formation and functioning of disciplinary committees,

Principles and procedures concerning all types of expenditure arising from scientific and technical studies; research and publications to be carried out by higher education institutions and their attached units; and also concerning construction, machinery and equipment, and their maintenance and repair,

Matters concerning the official records of teaching faculty members, administrative and other personnel, and students,

Taking into account the educational fields dealt with by institutions of higher education to be established by foundations, matters related to buildings, facilities, equipment, education, administrators, and other academic matters,

Principles related to appointment, transfer, and other matters related to the implementation of this law.

b. The following matters are determined in the regulations to be drafted by the Inter-university Board:

Principles of post-graduate education,

Other academic matters related to the implementation of this law.