



**BEYKOZ
UNIVERSITY**

**INSTITUTE OF
GRADUATE PROGRAMS**

**STUDENT
INFORMATION
GUIDE**

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REGULATIONS & DIRECTIVES

- Our students are subject to Beykoz University Graduate Education Regulations besides the related directives and principles of implementation as of the moment they have enrolled in a Graduate Programs Institute program.
- All the related Regulations, Directives and Principles are available for you to view on the website under the Graduate Programs Institute, Education tab.

Link for the Regulation on Graduate Education:

[Regulation on Graduate Education](#)

STUDENT E-MAIL

- Student announcements are sent to student e-mail addresses by the Graduate School. For this reason, our students are obliged to actively check their student e-mail address from the moment of registration throughout their education period.

ANNOUNCEMENTS & CONTACT CHANNEL

- The Institute of Graduate Programs announces information about any issues deemed necessary through emails sent to the e-mail addresses with the extension beykoz.edu.tr composed of the students' names and surnames (namesurname@ogrenci.beykoz.edu.tr). Please remember that we do not make individual announcements to our students.
- Students whose personal information has changed for any reason need to send an e-mail to the Directorate of Student Affairs at ogrenciisleri@beykoz.edu.tr regarding the change and update their personal information.
- When necessary, you can get information from the Institute of Graduate Programs e-mail address by writing at enstitu@beykoz.edu.tr

ACADEMIC CALENDAR

- Important dates related to student processes are covered by the academic calendar. Students are obliged to follow the academic calendar announced by the university throughout their education period.
- You can view the academic calendar of the Institute of Graduate Programs from the link below:

[Institute of Graduate Programs Academic Calendar](#)

[Institute of Block Learning Academic Calendar](#)

STUDENT ID CARDS

- Once the registration process has been completed, students who are in the English/Turkish Preparatory Programs receive their student cards from the School of Foreign Languages

Campus, and students who start their first semester receive their student cards from the Institute Office located at Kavacık Campus.

For lost student cards, please contact ogrencisleri@beykoz.edu.tr.

DURATION OF STUDY

MASTER'S PROGRAM WITH THESIS

- The Thesis Program is four semesters regardless of whether students register for each semester or not, and the program is completed in a maximum of six semesters.
- Students must take 7 courses and seminar courses in the first two semesters and Thesis-1 and Thesis-2 courses in the last two semesters.
- At the end of the 4th semester, if the student is successful in all courses except the thesis course, he/she can study for 2 more semesters by paying a certain fee only for the thesis course. In order to graduate from the program, the student must be successful in a total of 7 courses, a seminar course and a thesis course and have a GPA of at least 2.50.
- Students who fail to successfully complete the courses in the curriculum at the end of four semesters or who fail to fulfill the success conditions / criteria stipulated by the university within this period as well as students who fail in the thesis study or do not enter the thesis defense within the maximum periods are dismissed from the higher education institution.

NON-THESIS MASTER'S PROGRAM

- The duration of education for non-thesis program students is 3 semesters in total. In non-thesis programs, a maximum of 5 courses can be taken in the first semester, 5 courses in the second semester, and a maximum of 2 courses with the term project course in the last semester. In order for the student to graduate, the student must be successful in a total of 10 courses and the semester project course, and the graduation grade point average must be at least 2.50. Students who fail to meet the above-mentioned graduation requirements at the end of the maximum academic year are dismissed from the higher education institution.

NON-THESIS MASTER'S DEGREE BLOCK LEARNING PROGRAM

- The duration of education for non-thesis program students is 3 semesters in total. In non-thesis programs, a maximum of 4 courses can be taken in the first semester, 4 courses in the second semester, and a maximum of 2 courses with the term project course in the last semester. In order for the student to graduate, the student must be successful in a total of 10 courses and the term project course while their graduation grade point average must be at least 2.50. Students who fail to meet the above-mentioned graduation requirements at the end of the maximum academic year are dismissed from the higher education institution.

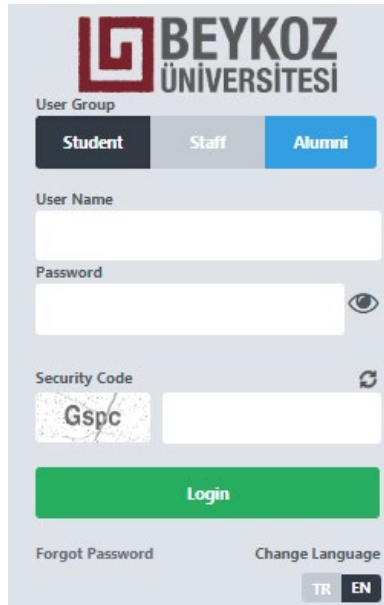
Block Learning Applied Master's Programs:

- Business Administration (English) Thesis/Non-Thesis Master's Program

- Entrepreneurship and Innovation (Non-Thesis) Master's Program
- Marketing and Brand Management (Non-Thesis) Master's Program

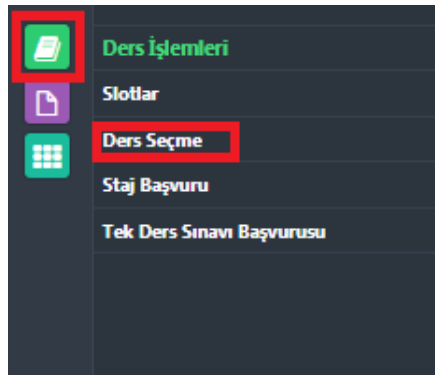
OIS USER LOGIN

- You can log in to the system at ois.beykoz.edu.tr or by clicking on the OIS section located under the "Student Affairs" menu on the www.beykoz.edu.tr homepage.
- You must enter your username as "*namesurname*" (without any space between your name and surname) and without using any Turkish characters such as "ö, ü, ı". Your password is provided for you during your initial registration. If you do not remember your password, you can click on the "Forgot My Password" link and receive your new password via SMS.



COURSE SELECTION

- You must select your courses on the OIS platform within the dates announced for course selection on the academic calendar. Once you have selected your courses, you need to send them to your academic advisor for his/her approval.



After logging in with your username and password, click on the Course Selection screen available on the first icon. Again, you can see and check all the courses you have taken or the ones you need to take from the slots in this icon.

Setiniz Dersler										Yerine Sayarak Dersler			
Ders Kodu	Ders Adı	Kredi	AKTS	Slot Dönemi	Grup	Öğretim Türü	Öl	Ders Kodu	Ders Adı	Ders Notu	Dersi Alan Öğrenci Sayısı		
ORSE203	Practising at Workplace-1	0	5	3	1	Örgün	TR				3		
SHME209	Emergency Procedures	2	3	3	1	Örgün	EN				1	Dersi Sil	
SHME205	Basic First Aid	2	2	3	1	Örgün	EN				1	Dersi Sil	
BIYE101	Information Technologies	2	3	3	1	Örgün	EN				1	Dersi Sil	
İSYE207	Integrated Management Systems	2	3	3	1	Örgün	EN				1	Dersi Sil	
SHME211	Passenger Services	2	2	3	1	Örgün	EN				1	Dersi Sil	
HDM211	Phonetics and Diction	2	2	3	1	Örgün	EN				1	Dersi Sil	
SHME207	Catering and Service Methods	2	2	3	1	Örgün	EN				1	Dersi Sil	
ORVE206	Business English I	8	8	3	1	Örgün	EN				1	Dersi Sil	

Kredi Limiti: 42 Aldığınız Kredi: 22 Aldığınız AKTS: 38 Kalan Kredi: 12 [Danışman onayına gönder](#)

Once the student has selected all the courses he/she will register for, he/she must get his/her advisor to approve their course selection so that the course registration can be completed. For this, "Send to Advisor Approval" button must be clicked after the selection. Following this submission, the "Advisor Approval Status" changes to "Pending".

Once your academic advisor has approved your course registration, your Advisor Approval Status is updated as "Approved" and thus you become registered for the related course(s).

- Please remember that the students whose course selection is not approved by the academic advisor are deemed not to have registered for the relevant semester.
- Students whose course selection is rejected by the academic advisor must select the appropriate courses from the course selection screen again and send them to the approval of the academic advisor again.
- Students are required to select courses according to the semester they are studying. If the semester in which the student will choose a course is fall semester, he/she should choose the courses in Slot 1. If the semester in which the student will choose a course is spring, he/she should choose the courses in Slot 2. Students who will choose Thesis 1 course should choose Slot 3, and students who will choose Thesis 2 course should choose Slot 4.
- Once the student has completed the course selection, he/she should check his/her course schedule created by clicking on the "Course Schedule" option from the start menu.
- Students are required to register for courses every semester in order to fulfill the graduation requirements within the maximum period of study. (See also: Duration of Study)

REQUIRED COURSES

- On the course selection screen, the required courses that can be taken in the relevant academic term are selected by clicking the "Take Course" button. Please keep in mind that the required

courses are offered only in the semesters specified in the program curriculum.

ELECTIVE COURSES

- On the course selection screen, elective courses that can be taken in the relevant academic term are selected by clicking the "Select Course" button.

THESIS - PROJECT COURSE SELECTION

- On the course selection screen of the OIS platform, one of the appropriate compulsory courses (Project / Thesis-1 / Thesis-2) that can be taken in the relevant academic term is selected by clicking the "Take Course" button.
- In order for students to select courses in the relevant semester, they must complete the advisor approval process related to the Project / Thesis topic. (See also: Thesis / Term Project Advisor and Topic Determination)
- Students who are in the non-thesis program between the course selection dates specified in the academic calendar must choose their term project from the OIS platform in the 3rd semester.
- Between the course selection dates specified in the academic calendar, students in the thesis program must choose Thesis 1 (students in their 3rd semester) if they are going to start the thesis phase for the first time while those who continue their thesis process already in progress need to select Thesis 2.

ADDING / DROPPING A COURSE

- Students can add and drop courses through the OIS platform instead of the courses they are enrolled in during the ADD/DROP Week specified in the academic calendar.
- In order to add/drop courses through the system, the advisor approval must be removed from the system. The student makes the necessary change in the system after contacting the advisor (via the OIS messaging system or the advisor's e-mail address) to remove the advisor's approval from the system. After the change is made, the student needs to resubmit the course selection for advisor approval.

WITHDRAWING FROM A COURSE

- Following the end of the add-drop period, students can apply for course withdrawal during the WITHDRAWAL DATES period specified in the academic calendar in order to ensure that their GPA will not be negatively affected by the courses they think they will not be able to successfully complete.
- Please keep in mind that withdrawal from the course does not mean deletion of the course from your academic records. Withdrawal from the course is reflected on the student transcript as W (Withdraw) in the relevant academic semester field. The course must be repeated in the next semester.

- The student must submit the withdrawal form to the Institute of Graduate Programs after having it signed by his/her academic advisor and the head of the department until the deadline specified in the academic calendar.
- Form to be submitted for withdrawal from the course: Withdrawal Application Petition
- Students whose applications are approved can withdraw from a maximum of 2 courses during their education in their program.
- **The course fee is not refunded** to students when they have withdrawn from a course.
- As a result of withdrawal from a course, the number of courses in which the student is enrolled in a semester cannot fall below 3.
- Students cannot choose another course in the same semester instead of the course they have withdrawn from.

REPEATING A COURSE

- Students whose semester letter grades are FF, DZ, BZ and W must repeat the courses they failed or withdrew from. The grades of the repeated courses are recorded in the semesters to which the course belongs and are included in the grade point average of that semester.
- If students fail a course that has been removed from the curriculum as a result of a change in the curriculum, they take the course(s) matched with the failed course from the main course categories to which that course belongs, provided that it is not less than the credit of the failed course.
- Students may take another elective course instead of the failed elective courses, provided that the credit is not less than the failed course.
- If they wish, students can retake the courses they have already been successful in order to increase their grade point average. The higher grade received for the course(s) taken is recorded on their transcripts.

ATTENDANCE/ABSENTEEISM

- Attendance is mandatory for 70% of the classes. Our students are required to meet the attendance requirement in all courses throughout their study period.

E-ATTENDANCE PARTICIPATION SYSTEM

Students who are required to attend classes can participate in the class attendance process through the E-Attendance application. Therefore, they must download the application before attending classes.

[Link for Android phones](#)

[Link for iOS / iPhone phones](#)

[Link for Huawei phones](#)

Students can access the system through the website eyoklama.beykoz.edu.tr or via the mobile application.

Attendance Methods:

1. Participation via Bluetooth with CBN System:
Students can easily participate in the attendance initiated by the instructor by turning on Bluetooth on their phones and using the CBN system.

Application Platform: Mobile

2. Participation via Password:
Students can enter the password provided by the instructor in the 'Attendance' section of the application to join the class.

Application Platform: Web and Mobile

3. Participation via QR Code:
Students can easily join the class by scanning the QR code displayed by the instructor on the board with their phones.

Application Platform: Web

COURSE EXEMPTION AND TRANSFER (ADJUSTMENT)

- Students who have been successful in the courses they have previously taken at another higher education institution can be exempted from the equivalent courses in the program they are newly admitted with the decision of the related Institute Board.
- Students are required to submit the course exemption application form, transcript and course contents to the Institute of Graduate Programs.
- The adjustment (course transfers) of the student whose application is approved by the relevant Department Head is entered into the OIS platform.

FREEZING REGISTRATION/ SUSPENSION OF STUDIES

- Students are required to submit their petition to freeze their registration to the Institute of Graduate Programs until the deadline specified in the academic calendar within the maximum duration of study and provided that they can document their requests for freezing their registration for a valid excuse such as health, military service, financial, natural disasters, family, personal, study abroad, etc.
- Students can freeze their registration for a maximum of four semesters in total, maximum two semesters at a time in thesis programs, and a maximum of two semesters in non-thesis programs.
- Periods of frozen registration are not counted towards the maximum duration of study.
- The provisions of Beykoz University's Regulations on Withdrawal and Suspension of Enrollment Fee Refunds shall apply.

[Freezing Registration](#)

Related petition form: [SUSPENSION OF STUDIES APPLICATION FORM](#)

EXAMS

- Our master's programs include the following exams: Midterm exam, Midterm make-up exam, Quiz, Homework, Short exam, Final exam, Resit exam, Additional Exam (for Graduation), Single Course exam (for graduation), Graduation Grade Point Average (GPA) Upgrade Exam.
- Students are required to physically attend their exams in the classrooms specified in Aplan 365 on the dates indicated in the academic calendar.
- Midterm, Final and Resit/Retake exam schedules are released on OIS and Plan 365 platform. The announcement of this release is also shared with students over their student e-mails and on the university website too.
- Plan 365 platform link: <https://beykoz.aplancloud.com/login>

MIDTERM MAKE-UP EXAM

- Students who could not attend the midterm exam due to a valid excuse are granted the right to take a midterm make-up exams through the Institute Administrative Board.
- Students need to apply for a midterm excuse through the OIS system for the midterm exam he/she could not attend. This application must be made by the deadline announced for midterm exam excuse applications on the academic calendar and the students must upload their valid excuse documents to the system for their applications to be accepted. The student whose application is approved must follow the application result through the OIS system and contact the course instructor for the make-up exam schedule.

ADDITIONAL EXAM (FOR GRADUATION)

- Students who cannot complete the courses in their curriculum within the maximum completion period of the courses are given the right to take additional exams for a maximum of two courses within the scope of the courses they have already taken.
- Students can take the Additional Exam for Graduation at the end of the 4th semester in thesis programs and at the end of the 3rd semester in non-thesis programs.
- In order to apply, students fill out the "Application Petition for Additional Exam for Graduation" in the forms tab on the webpage of the Institute of Graduate Programs and submit it to the institute until the deadline set for Additional Exam applications specified in the academic calendar. The Institute of Graduate Programs create an exam schedule of the students whose applications have been accepted and the exams are held within the dates specified in the academic calendar. The announcements for the exams are sent to the e-mail addresses of the students.

Related form: [Petition to Apply for Additional Exam for Graduation](#)

SINGLE COURSE EXAM FOR GRADUATION

- Single course exam for graduation can be taken by students that have taken all the courses in their department curriculum but have failed one single course. Moreover, the students are required to have fulfilled the attendance requirement for this course.
- The single course exam date and the deadline for applying for it are announced on the academic calendar. Students who want to take the single course exam can apply through the OIS platform on the dates specified in the academic calendar.
- Students who have failed their course due to absenteeism cannot take the single course exam for graduation.
- Students can take the single course exam for graduation at the end of the 4th semester in thesis programs and at the end of the 3rd semester in non-thesis programs.

GRADUATION GRADE POINT AVERAGE UPGRADE EXAM

- Graduation grade point average raising exam can be taken only if the student's grade point average is below 2.50 in his/her last semester of the maximum duration of his/her study.
- The students can take the graduation grade point average raising exam at the end of the 4th semester in thesis programs and at the end of the 3rd semester in non-thesis programs until the deadline specified in the academic calendar.

Related form: [Graduation Grade Point Average Upgrade Exam](#)

OBJECTION TO GRADES

- A student must submit a written objection to the relevant Institute Directorate regarding their exam grade within three working days from the announcement of the grade through the Institute Student Information System and OIS. Upon an objection made to midterm exams, final exams, or other similar exams (such as make-up exams, excuse exams, single course exams, exemption exams, additional exams, and the like), the course instructor will re-evaluate the exam grade within the framework of material and/or assessment errors and submit the result in writing to the relevant Institute Directorate within three working days. If there is a grade change following the objection, it will be decided by the Institute's Administrative Board and communicated to the student. If there is no grade change, the Institute will directly notify the student. If the objection continues, the student may submit a written appeal to the Institute Directorate within three working days. The Directorate will appoint a commission of three members, including the course instructor, to review the exam paper. The result of the review will be finalized by the Institute's Administrative Board and communicated to the student. Those who miss these deadlines forfeit their right to appeal.
- The student can learn the result of his/her objection over the OIS platform.

DEREGISTRATION (DISENROLLMENT)

- Students can request to deregister (disenroll) over the OIS platform if they wish.

- The provisions of Beykoz University's Regulations on Withdrawal and Suspension of Enrollment Fee Refunds shall apply.

CALCULATION OF SUCCESS GRADES

- In the calculation of final grades, the absolute grading system is used. The relationship between absolute grades and letter grades, as well as their numerical equivalents, are outlined below:
 - a) The relationship between absolute grades, letter grades, and their numerical equivalents is shown in the table below:

Absolute Grade	Letter Grade	Numerical Grade	Meaning
90-100	AA	4.00	Excellent
80-89	BA	3.50	Very Good
73-79	BB	3.00	Good
66-72	CB	2.50	Fair
60-65	CC	2.00	Pass
0-59	FF	0.00	Fail
-	DZ	0.00	Absent
-	BI	-	Pass
-	BZ	-	Fail
-	M	-	Exempt
-	W	-	Withdrawn
-	E	-	No Grade Entered
-	TD	-	Thesis Revision
-	DM	-	In Progress (Thesis Process)

- b) A student is considered to have successfully passed a course if they receive one of the following letter grades: AA, BA, BB, CB, CC, BI, or M.
- c) A student is considered to have failed a course if they receive one of the following letter grades: FF, BZ, or DZ.
- ç) Students who do not fulfill the attendance requirements of a course are given the letter grade DZ. The DZ grade is treated as an FF grade when calculating grade point averages.
- d) The BI grade is given as the success grade for seminar courses, term projects, thesis work, or courses that do not contribute to the GPA but are considered passed.
- e) The BZ grade is given as the failure grade for seminar courses, term projects, thesis work, or courses that do not contribute to the GPA but are considered failed.
- f) The M grade is given as the success grade for courses that have been exempted from based on exemption evaluations and do not contribute to the GPA.
- g) The W grade is used to indicate a student's withdrawal from a course within the period specified in the academic calendar, as noted on their transcript.
- ğ) The E (Not Entered) grade is temporarily given to courses for which the evaluation process has not been completed, and the grade has not yet been entered. If not converted within the designated time, the E grade is transformed into the corresponding failing grade for the course.
- h) The TD grade is given to students who have defended their thesis but were instructed to make revisions by the thesis jury.
- i) The DM grade is given to students who will continue with their thesis course in the following semester.

- The conversion of the University's letter grades to ECTS grades, and vice versa, is carried out according to the principles determined by the Senate.

PREREQUISITE COURSES

- Prerequisite courses are only available in Clinical Psychology Thesis / Non-Thesis Programs.

PROJECT AND THESIS PROCESSES

THESIS/SEMESTER PROJECT ADVISOR APPOINTMENT AND TOPIC DETERMINATION

- Thesis/Project advisors are appointed by the head of the department at the end of the 1st semester. Students need to contact the assigned thesis/project advisor and must deliver the thesis/project topic to the Graduate Programs Institute with the necessary signatures by filling out the Term Project/Thesis Topic Forms until the end of the 2nd semester at the latest within the dates specified in the academic calendar.

Relevant Form Link: [Institute Forms](#)

THESIS/SEMESTER PROJECT ADVISOR AND SUBJECT CHANGE

- If a student wants to change his/her thesis/project advisor, he/she must fill out the thesis/semester project advisor change form in the forms section on the web page of Beykoz University Graduate Programs Institute and submit it to the institute by obtaining the necessary signatures after meeting with the advisor he/she wants to change and obtaining approval.
- If a student wants to change his/her subject, he/she must fill out the thesis/semester project subject change form in the forms section of the web page of Beykoz University Graduate Programs Institute and submit it to the institute by obtaining the necessary signatures after discussing the subject he/she wants to change with his/her advisor and obtaining approval.

Related Forms:

[Term Project Advisor Changing Form](#)

[Thesis Advisor Changing Form](#)

[Term Project Subject Changing Form](#)

[Thesis Subject Changing Form](#)

TERM PROJECT / THESIS INTERIM REPORT AND WRITING GUIDE

- Students are required to prepare their term project and thesis according to the Thesis/Project Writing Guidelines and interim report format guidelines on the web page of Beykoz University Graduate Programs Institute.
- Interim report submission dates are specified in the academic calendar and the student must submit the interim report to his/her advisor by that date. How the student submits the interim report is at the discretion of the thesis/project advisor.

Related Links:

[Master Thesis Writing Guide](#)
[Master's Term Project Writing Guide](#)
[Thesis Interim Report Format](#)
[Term Project Interim Report Format](#)

ETHICS COMMITTEE

- If students will conduct any survey research in their term project or thesis, they are required to submit the application forms found on the web page of our university and filled and signed by their Thesis/Project advisors to the institute together with the survey study.

Related Forms:

[Ethical Assessment Application Form](#)
[Research - Project Study Ethical Declaration Form](#)
[Research - Project Study Legal Special Permission Declaration Form](#)
[Ethics Committee Petition Sample](#)
[Project Executor Ethics Committee Approval Letter of Acceptance and Letter of Commitment](#)
[Informed Consent Form Format Sample](#)

SUBMISSION OF THE TERM PROJECT TO THE ADVISORS

- Students are required to submit their term projects to their advisors on the dates specified in the academic calendar. Projects not submitted on time cannot be evaluated.
- Students submit their term project to their advisor on the dates specified in the academic calendar in accordance with the writing guidelines and similarity check principles. The project is evaluated by the advisor for students who are successful in all courses and have a GPA of at least 2.5. Projects that must be presented are decided by the jury as successful or unsuccessful. Students who do not comply with the requirements or do not submit their projects are considered unsuccessful in the course.

TERM PROJECT PRESENTATION

- Students whose GPA is above 2.50 with a term project meeting the similarity rates and who are successful in all their courses are eligible for presenting their term projects.
- In the 2024-2025 academic year, the term project to be presented by students enrolled in the master's programs in Computer Engineering, Artificial Intelligence, and Visual Arts and Visual Communication Design master's program is evaluated as successful or unsuccessful by unanimous or majority vote after the presentation to the three-person jury. Students who do not submit their term project in accordance with the interim report, writing guide and similarity check application principles to their advisors are evaluated as having failed the term project course.
- The project presentation schedule and detailed information about the presentation are sent to the student e-mail addresses by the Graduate Programs Institute for students who will present their term projects.

TERM PROJECT SUBMISSION

- The projects of our students who are successful in their term project presentations are checked by their advisors.
- The final version of the term project that is deemed successful is uploaded to the Online Beykoz platform in PDF format by the student within 15 days from the date of acceptance of the project. The submission report signed by the advisor and the student is submitted to the Institute Directorate. The student's success grade is entered into the system by the advisor after the submission process is completed.

THESIS DEFENSE

- The thesis defense exam must be conducted in person by a jury appointed by the thesis advisor, within the dates specified in the academic calendar.
- After determining the thesis defense date with his/her advisor, the student should contact the institute and submit the forms related to the thesis to the institute.
- After defending his/her thesis on the day of the thesis defense, the student must have the necessary documents signed by the thesis advisor and other jury members who participated in the defense and submit the documents to the institute.
- If the student has received extra editing time for corrections after defending his/her thesis, the student is given an additional 3 months and defends his/her thesis again before the same jury.
- If the student has not received any corrections after defending his/her thesis, the institute shares with the student the procedures that need to be done and the necessary documents that need to be submitted in order to graduate.

THESIS SUBMISSION

- The student must submit the necessary documents to the institute within 1 month after the defense.
- The submission documents after the thesis defense are as follows;
 - ✓ 2 Thesis Data Entry Form (wet signed)
 - ✓ 3 hardcover copies of the thesis with white cardboard cover, with the thesis topic and the student's name and surname written on the spine.
 - ✓ Attaching the attached thesis approval document, 1 for each thesis, to the page after the inner cover page (before the preface) of the 3 theses to be printed.
 - ✓ 3 CDs (pdf version of the thesis)
 - ✓ Thesis submission guide (wet signed)

PLAGIARISM

- In order for the master's term project or master's thesis to be evaluated outside the scope of similarity by the advisor and / or jury members, the 2% similarity rate specified in the report received after the reporting process carried out by the similarity detection program should not exceed 20% excluding citations, 30% including citations, and 2% citation from a single source. All responsibility for the similarity rate belongs to the student. Master's term project or master's thesis that do not meet these ratios are not accepted for presentation, defense and evaluation before the jury. However, in exceptional cases required by the field of study of the thesis and term project, with the reasoned opinion of the advisor, the similarity rate may be accepted not to exceed 22% excluding citations, 33% including citations, and 3% citation from a single source.

GRADUATION

- The graduation process is initiated for students who are successful in all courses, have a GPA of at least 2.50, do not exceed the similarity rates of the plagiarism report, and submit the submission documents related to the thesis and term project to the institute in full. Students should contact the student affairs for the process related to the diploma.