



**INSTITUTE OF GRADUATE
PROGRAMMES**

GUIDE FOR FACULTY MEMBERS

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WHAT IS “OIS”?

OIS is the Student Information Management System used by our university. OIS (Student Information Management System) combines the Student Information System, Finance Management System, Course Management System, and CRM modules under a single structure, allowing data to be shared on the same platform and used across different departments. Academic staff can manage processes such as course content, grading, and student attendance, and can make announcements. In this way, OIS makes academic processes organized and accessible for both students and academic staff.

HOW DO I LOG IN TO MY OIS USER ACCOUNT?

You can log in to the system via <http://ois.beykoz.edu.tr>. Your username must be entered as your first and last name combined (namesurname), without Turkish characters. Your password is sent via SMS to the mobile number registered with the Directorate of Human Resources. It is strongly recommended that you change your password after your first login using the “Change Password” button on the right menu. If you forget your password, you may contact the Directorate of Information Technologies by writing to bim@beykoz.edu.tr

INFORMATION EMAIL ADDRESS FOR PAID TEACHING STAFF REGARDING TEACHING HOURS

Personal information sharing is carried out only through email addresses ending with beykoz.edu.tr. In order to follow updates sent by the institute regarding graduate programs, academic staff must regularly check their beykoz.edu.tr email accounts.

Academic staff can click the “System” button on the left corner of the OIS screen and send announcements to the groups they teach and to their advisees through the Messaging System screen. Using the filtering options under the “Add Group” section, they can also send messages to specific student groups.



WHAT IS THE BEYKOZ UNIVERSITY ECTS INFORMATION PACKAGE?

The European Credit Transfer and Accumulation System (ECTS) is a student-centred credit system in which all learning/teaching and assessment components of a program (courses, internships, assignments, projects, exams, etc.) are credited based on the student's workload (time spent both in and outside the classroom). It enables educational programs to be defined systematically.

You can access the University's ECTS Information Package / Course Catalogue at the link below.

<https://akts.beykoz.edu.tr/bilgipaketi/eobsakts/>

At the beginning of each semester, when curriculum planning is done, the head of the academic department assigns the academic staff member who will teach each course as the course coordinator. If a course is taught by more than one instructor, they must agree on the information to be entered into the system, and the 14-week course syllabus, assessment criteria, attendance requirements, and all other information required for the ECTS information package must be entered into the system by the course coordinator before classes begin.

Keeping the ECTS information package complete and up to date is the responsibility of the course coordinator appointed by the head of department. These updates ensure that course content, learning outcomes, and assessment methods are accurately and correctly reflected. Regular review and updating of the ECTS information package are especially critical for the effectiveness of assessment and evaluation processes.

HOW ARE COURSE GRADES CALCULATED?

In both formal and distance education programs, a student's course grade is calculated by taking 40% of the weighted average of midterm exam scores and 60% of the final exam score.

At least one midterm exam and one final exam are administered in each semester; at the discretion of the instructor, one of these may be conducted in the form of an assignment, project, laboratory report, exhibition, performance, or similar practical work. In addition, a resit exam is administered for students who cannot take or fail the final exam. A single-course exam is also administered for students who have failed only one course—this is required to complete the program in non-thesis master's programs, and to complete all coursework by the end of the fourth semester in thesis programs.

Any such practical work must be transferred to a physical format (e.g., printed presentation, assignment paper) and placed in the exam envelope.

To be considered successful in a course, a student must receive at least 50 out of 100 on the final exam and obtain a minimum overall course grade of 60 on the 100-point scale.

In graduate programs, relative (curve-based) grading is not used; course grades are calculated using the absolute grading table.

1. The absolute grading system is used in calculating course grades. The relationship between absolute grades and their corresponding letter grades and numerical values is defined as follows:
 - a) The meanings and numerical equivalents of letter grades are indicated in the table below:

Mutlak Not	Harf Notu	Sayısal Not	Anlamı
90-100	AA	4,00	Mükemmel
80-89	BA	3,50	Çok İyi
73-79	BB	3,00	İyi
66-72	CB	2,50	Orta
60-65	CC	2,00	Geçer
0-59	FF	0,00	Başarısız
-	DZ	0,00	Devamsız
-	BI	-	Başarılı
-	BZ	-	Başarısız
-	M	-	Muaf
-	W	-	Dersten Çekilme
-	E	-	Girilmemiş Not
-	TD	-	Tez Düzeltmesi
-	DM	-	Devam (Tez Süreci)

Açıklamalı [iFK1]: Çevirmenin Notu: Tablo resim formatında olduğu için içi çevrilemiyor.

- b) A student who receives one of the following letter grades is considered to have passed the course: AA, BA, BB, CB, CC, BI, M.
 - c) A student who receives one of the following grades is considered to have failed: FF, BZ, DZ.
 - ç) Students who do not fulfil course attendance requirements are given the grade DZ, which is treated as FF in GPA calculations.
 - d) The grade BI is used for seminar courses, term projects, thesis work, or other courses that do not count toward GPA but are passed.
 - e) The grade BZ is used for seminar courses, term projects, thesis work, or other courses that do not count toward GPA and are failed.
 - f) The grade M is assigned for courses from which students are exempt based on an exemption evaluation; it does not count toward GPA.
 - g) The grade W is used to indicate a student's withdrawal from a course within the period specified in the academic calendar; it appears on the transcript.
 - ğ) The grade E (Not Entered) is given temporarily when the evaluation process has not been completed and the grade has not yet been entered. If it is not updated within the specified time, it is converted to the failing grade defined for the course.
 - h) The grade TD is used for students who take the thesis defense exam and are required to make revisions by the thesis jury.
 - ı) The grade DM is used for students who will continue with the thesis course in the following semester (for instances where the student has taken Thesis II but cannot enter the defense and will continue taking Thesis II in the next term)
2. The conversion of university letter grades to ECTS grades, and vice versa, is carried out in accordance with the principles determined by the Senate.

HOW ARE ASSESSMENT AND EXAM EVALUATION DOCUMENTS SUBMITTED?

- 1) The instructor must submit all graded exam documents and related materials for major exams defined in the assessment method (midterm, final exam, resit exam, make-up exam, etc.) in an exam envelope, and materials too large to fit in the envelope (e.g., projects, models) in printed or digitally recorded form, together with a submission report, to the Secretariat of the Graduate Programmes Institute no later than the deadline stated in the academic calendar, following the end of the exam appeal period.

The exam envelope must include:

a) A printed and initialled version of the course design (syllabus) from the ECTS Information Package (not required for final exam envelopes),

b) The exam report signed by all relevant parties (instructor and exam proctor(s),

c) The exam attendance sheet signed by the proctor(s),

ç) The exam grade evaluation sheet,

d) Question papers and answer sheets,

e) The answer key,

f) The attendance tracking sheet printed from OIS and signed by the instructor.

3) Make-up and resit exams must be submitted inside the same envelope used for the course's midterm or final exam, along with the attendance sheet, exam report, and question and answer sheets prepared specifically for that exam.

4) Exams conducted online via the distance education platform (excluding midterms and final exams) are stored electronically by the University for **two years**. The envelope to be submitted for online exams must include;

a) A printed and initialled version of the course design from the ECTS Information Package (required only for midterm envelopes),

b) A list of students who took the exam, signed by the instructor,

c) A signed exam grade evaluation sheet (for final exams, one copy is submitted outside the envelope),

ç) An initialled sample copy of the exam questions and answers,

d) A screenshot confirming that the answer sheets and exam documents exist in the University's electronic system, along with the exam website address (ID).

EXAM GRADE CHANGES

Once the instructor finalizes an exam grade, if they wish to request a change, they must submit the Grade Notification Form (*available on the Institute forms page*) to the Institute with a wet signature.

HOW ARE GRADE APPEALS SUBMITTED?

- Midterm and final exam grades are announced on the Electronic Student Information System (EÖBS) by the course instructor. If a student wishes to appeal the announced

grade, they may request that the exam be re-evaluated on the grounds of material error. In this case, the instructor reviews the relevant exam paper and reports the result to the Institute Directorate within three (3) working days. If a grade change is required, it becomes final with the approval of the relevant administrative board and is forwarded to the Directorate of Student Affairs. If no grade change is made, the result is communicated directly to the student.

- If the student wishes to pursue their objection to the instructor's decision, they may submit a written petition to the Institute Directorate within another three (3) working days. A three-member committee is then formed—comprising the course instructor and two other members of equal or higher academic rank. The committee reviews the exam documents and issues its decision within no more than five (5) working days. This decision becomes final upon approval of the administrative board and is communicated to the student in writing. However, grades for applied courses such as supervision, term project, or thesis cannot be appealed. The status of such courses is submitted to the Senate upon the proposal of the relevant Department and the approval of the Institute Board.

ATTENDANCE REQUIREMENT AND MEDICAL REPORTS

- Students must attend at least 70% of their classes. All students are required to meet the attendance requirement in all courses throughout their studies. For the English Preparatory Program, the attendance requirement is 80%.
- There is no attendance requirement in our distance learning programs.
- In Non-Thesis Distance Education Master's Programs, classes are conducted synchronously online. Students may attend the live classes or rewatch the recorded sessions later through the Online Beykoz platform.
- The following principles apply when calculating absenteeism:

a) Days covered by an approved medical report are not counted as absences. However, this may not exceed 35% of the total class hours for theoretical courses or 25% for applied courses. Any period of medical leave beyond these limits is counted as absence.

b) Students who officially participate in scientific, cultural, artistic, or sports events on behalf of the University, either in Türkiye or abroad, are not marked absent

for the duration of the approved activity. However, this exemption cannot exceed 50% of the total duration of the relevant course. Such permissions must be formally communicated to the course instructor by the relevant academic or administrative units.

Students who fail a course with the grades FF, DZ, or BZ may retake the course and pass it by fulfilling only the mid-semester and end-of-semester assessment requirements. However, in the following cases, even if the attendance requirement was previously fulfilled, the academic units may require the student to attend the course again.

These courses are announced at the beginning of the academic year.

- a) The nature of the course,
- b) A newly introduced course that replaces one removed from the curriculum,
- c) A new elective course within the same elective category that the student has not previously taken,
- d) New courses available within the University Competency Development and General Education categories.

If students fail a course that has been removed from the curriculum due to a program change, they are considered to have fulfilled the attendance requirement for the corresponding course designated within the same main course category.

STUDENT PROCEDURES

DURATION OF STUDY

Non-Thesis Master's Program

- The duration of study for Non-Thesis Master's students is a total of 2 semesters. In non-thesis programs, students may take 5 courses in the first semester, 5 courses in the second semester, and the term project course.
- To graduate, the student must successfully complete a total of 10 courses and the term project course. Students who do not meet the graduation requirements described above by the end of the maximum duration have their enrolment terminated.

Thesis Master's Program

- The Thesis Program consists of four semesters, regardless of whether the student registers for each semester, and must be completed within a maximum of six semesters.
- In the first two semesters, the student must take 8 courses and the seminar course; in the last two semesters, they must take Thesis-1 and Thesis-2.
- If the student successfully completes all courses except the thesis course by the end of the 4th semester, they may continue for two additional semesters by paying a specified fee for the thesis course only. To graduate, the student must successfully complete 8 courses, the seminar course, and the thesis course.
- A student who fails to complete their coursework within four semesters, who fails to meet the success criteria, who is unsuccessful in their thesis within the maximum period, or who does not attend the thesis defense without a valid excuse is dismissed from the University.
- A student whose thesis is rejected, or who receives corrections but fails again within a maximum of 3 months, is also dismissed.
- However, if the student applies within the period specified in the academic calendar and has completed requirements such as coursework and project, they may transfer to the Non-Thesis Master's Program.

COURSE REGISTRATION

- After selecting all the courses they intend to register for, the student clicks "Submit for Advisor Approval" to initiate the academic advisor approval process. After submission, the Advisor Approval Status appears as "**Pending**".
- Once the academic advisor approves the course registration, the Advisor Approval Status changes to "**Approved**," and the student is registered for the courses.

- Students whose course selections are not approved by the academic advisor are considered not to have completed course registration for that semester.
- Students whose course selections are rejected by the advisor must reselect their courses on the course selection screen and resubmit them for advisor approval.
- Students must select courses according to the semester in which they are enrolled. If the course selection semester is Fall, students must select the courses listed in Slot 1; if it is Spring, they must select the courses in Slot 2. Students selecting Thesis-1 must choose Slot 3, and those selecting Thesis-2 must choose Slot 4.
- The duration of study for Non-Thesis Program students is a total of 2 semesters. In non-thesis programs, students may take 5 courses in the first semester, 5 courses in the second semester, and the term project course.
- To graduate, the student must successfully complete a total of 10 courses and the term project course. Students who do not meet the graduation requirements stated above by the end of the maximum period have their enrolment terminated by the higher education institution.

PROJECT AND THESIS PROCEDURES

THESIS PROCESS

- By the end of the first semester at the latest, the Program Coordinator assigns each student a thesis advisor from among the university's academic staff. The advisor assignment decision for students who register for Thesis I is announced by the Institute.
- The advisor and the student must determine the thesis topic by the end of the second semester at the latest.
- The **Thesis Topic Notification Form** and **Thesis Advisor Assignment Form**, completed by the student and approved by the advisor, must be submitted to the Institute by the deadline stated in the academic calendar. The relevant forms are available on the Institute website.

<https://www.beykoz.edu.tr/icerik/5350-tez-formlari>

- If a change of thesis topic or advisor is requested, the **Thesis Advisor Change Form** and **Thesis Topic Change Form** must be completed and submitted to the Institute. The relevant forms are available on the Institute website.

<https://www.beykoz.edu.tr/icerik/5350-tez-formlari>

- If the Thesis I grade is not entered into the system by the advisor, the student cannot register for Thesis II (the student may only continue course registration with a “BI” grade)
- The Thesis II course is selected by the student during the course registration week.
- If the thesis involves the use of surveys, scales, biological materials, observational, qualitative or quantitative data, or any type of intervention, the advisor must guide the student through the ethics committee application process. The ethics committee application form, **available on the university website** and to be completed and signed by the advisor, must be submitted to the Institute.

<https://www.beykoz.edu.tr/icerik/2632-bilimsel-arastirma-ve-yayin-etigi-formlari>

- The ethics committee process is carried out between the advisor and the Scientific Research and Publication Ethics Committee.
- When the advisor considers the thesis ready for defense, they must submit the required documents and jury member information to the Institute at least one week before the defense date (in line with the academic calendar).

Required documents to be submitted:

- Thesis Advisor Approval and Jury Member Selection Form
- Thesis Jury Submission and Defense Date Form
- Master’s Thesis Similarity Report

Relevant forms are available on the Institute website.

<https://www.beykoz.edu.tr/icerik/5350-tez-formlari>

- The Institute Secretariat prepares the jury decision documents for students who will proceed to thesis defense.

- After the thesis defense, the advisor is responsible for submitting all defense-related documents to the Institute by the deadline specified in the academic calendar.

Required documents to be submitted:

- Thesis Defense Minutes
- Thesis Evaluation Form
- Master's Thesis Approval Document
- Thesis Formatting Compliance Report

Relevant forms are available on the Institute website.

<https://www.beykoz.edu.tr/icerik/5350-tez-formlari>

According to Defense Outcomes

- **If the student fails the defense:**
 - The student's enrolment at the university is terminated.
- **If the student receives a revision decision:**
 - The student completes the required revisions within 3 months with the advisor's guidance.
 - The student defends the revised thesis before the same jury.
- **If the student passes the defense:**
 - The thesis is uploaded to the YÖK Thesis database, after which the "Thesis Data Entry Form" is downloaded from the system.
 - Within 1 month, the student must submit 1 printed copy of the thesis, 2 Thesis Data Entry Forms, and 2 CDs or USB drives to the Institute.
 - The advisor enters a passing grade for Thesis II in the system, after which the Institute issues the graduation decision.
- The diploma is prepared by the Registrar's Office within 2 months following the graduation decision. The student must track the diploma process through the Registrar's Office.

CHANGE OF THESIS/PROJECT ADVISOR AND TOPIC

A student working on a project applies to the Institute with the Project Advisor Assignment Form and Project Topic Notification Form.

Required documents to be submitted:

- Project Advisor Assignment Form
- Project Topic Notification Form

Relevant forms are available on the Institute website.

<https://www.beykoz.edu.tr/icerik/5353-proje-formlari>

- If a student wishes to change their thesis/project advisor, they must first meet with the new advisor and obtain approval. Then, the **Thesis/Project Advisor Change Form** available on the Institute website must be completed, signed, and submitted to the Institute.

- **Required document to be submitted for project:**

- Project Advisor Change Form

<https://www.beykoz.edu.tr/icerik/5353-proje-formlari>

- **Required document to be submitted for thesis:**

- Thesis Advisor Change Form

<https://www.beykoz.edu.tr/icerik/5350-tez-formlari>

- If a student wishes to change their topic, they must discuss the new topic with their advisor and obtain approval. Then, the Thesis/Project Topic Change Form available on the Institute website must be completed, signed, and submitted to the Institute.

- **Required document to be submitted for project:**

- Project Topic Change Form

<https://www.beykoz.edu.tr/icerik/5353-proje-formlari>

- **Required document to be submitted for thesis:**

- Thesis Topic Change Form

<https://www.beykoz.edu.tr/icerik/5350-tez-formlari>

TERM PROJECT / THESIS WRITING GUIDE

- Students must prepare their term project and thesis in accordance with the Thesis/Project Writing Guides available on the Graduate Programmes Institute page of Beykoz University.

<https://www.beykoz.edu.tr/icerik/1658-yazim-klavuzlari>

ETHICS COMMITTEE

- If the term project or thesis involves surveys, scales, instruments, biological materials, observational, qualitative or quantitative data, or any type of intervention, an ethics committee approval must be obtained. In addition, the ethics committee application form found on the university website, completed and signed by the advisor, must be submitted to the Institute.
- Ethics committee applications must be made before beginning the research process and in accordance with the designated schedule. No data collection, implementation, or fieldwork may begin for any study without ethics committee approval; such actions violate ethical principles and academic regulations.
- You can access the Scientific Research and Publication Ethics Forms on the university website.

<https://www.beykoz.edu.tr/icerik/2632-bilimsel-arastirma-ve-yayin-etigi-formlari>

SUBMISSION OF THE TERM PROJECT TO THE INSTITUTE

- Students must submit their term project to their advisor on the dates specified in the academic calendar, prepared in accordance with the writing guide and similarity-check requirements. The advisor evaluates the project and submits the approval form together with one electronic copy of the project or report (in PDF and Word formats) on a CD or USB to the Institute by the deadline stated in the academic calendar. Projects are evaluated by the advisor as pass or fail.

- The documents required for project submission can be accessed on the Institute's webpage (*Master's Term Project Similarity Report, Master's Term Project Evaluation Form*).

<https://www.beykoz.edu.tr/icerik/5353-proje-formlari>

- Master's students in Clinical Psychology must prepare their projects in accordance with the "[Clinical Psychology Master's Term Project Writing Guide](#)".

ENTRY OF TERM PROJECT GRADES

- Term project grades must be entered into the OIS system by the date specified in the Academic Calendar. Students receive BI if they pass and BZ if they fail.

THESIS DEFENSE

- The thesis defense exam must be conducted face to face, by a jury appointed by the thesis advisor, within the dates specified in the academic calendar.
- Thesis defense week is stated in the academic calendar. After the student determines the defense date together with the advisor, the student must contact the Institute and submit the relevant forms (*Thesis Advisor Approval and Jury Member Selection Form, Thesis Jury Submission and Defense Date Form, Master's Thesis Similarity Report*).
- On the day of the thesis defense, after presenting the thesis, the student must have the required documents signed by the advisor and the other jury members, and then submit them to the Institute (*Thesis Defense Minutes, Thesis Evaluation Form, Master's Thesis Approval Certificate, Thesis Writing Principles Compliance Report*).
- If the student receives a revision after defending the thesis, a 3-month extension is granted, and the student must defend the thesis again before the same jury.
- If no revision is required, the Institute informs the student of the documents and procedures required for graduation.

ENTRY OF THESIS COURSE GRADES

1. If the student is taking **Thesis I** and will continue with the thesis the following semester, the grade must be entered as **successful (BI)**.
2. If the student is taking **Thesis II** and will continue the thesis the following semester, the grade must be entered as **In Progress (DM)**. (That is, even if the student is successful,

Thesis II must be entered as DM until the semester in which the thesis defense takes place.)

3. If the student is taking Thesis II and passes the thesis defense, the grade must be entered as successful (BI).
4. If the student is taking Thesis II and fails the thesis defense, the grade must be entered as unsuccessful (BZ).
5. If the student receives a 3-month extension after the defense, no grade must be entered until the second defense.

THESIS SUBMISSION

- Provided that the student passes the thesis defense and fulfils the other graduation requirements determined by the Senate:
- The advisor completes and signs the Master's Thesis Writing Principles Compliance Report and submits it to the Institute. The student must then submit three bound copy of the master's thesis, three copies of the thesis publication permission form, and two electronic copies (PDF and Word formats, saved using the thesis reference number indicated in the publication/permission form) on a CD or USB to the Institute within one month of the thesis defense date. The relevant forms are available on the Institute website.
- No personal information (telephone number, email address, ID number, wet signature, etc.) belonging to the student, advisor, or jury members may appear in any part of the printed thesis.

PLAGIARISM

- For similarity review outside the scope of the similarity assessment conducted by the thesis advisor and/or jury members, the similarity ratios indicated in the report produced by the plagiarism detection software must not exceed the following limits: excluding quotations: 20%; including quotations: 30%; and a maximum of 2% from a single source.
- The same ratios apply to AI-based similarity checks.

- The student is fully responsible for ensuring compliance with the similarity limits. Any master's term project or thesis that does not meet these requirements cannot be submitted, defended, or evaluated before a jury. However, in exceptional cases required by the nature of the thesis or project, with a justified opinion from the advisor, similarity ratios may be accepted up to: excluding quotations 22%, including quotations 33%, maximum 3% from a single source.

GRADUATION

- The graduation process begins for students who pass all courses, do not exceed the accepted similarity limits in the plagiarism report, and submit all required thesis or project documents to the Institute completely.
- Students must contact the Student Affairs Office for procedures related to the diploma.