BEYKOZ ÜNİVERSİTESİ

INSTITUTE OF GRADUATE

PROGRAMMES

STUDENT

INFORMATION

GUIDE

CONTENTS

REGULATIONS & DIRECTIVES

- From the moment students enrol in the programmes of the Institute of Graduate Programmes, they are subject to the Beykoz University Postgraduate Education and Training Regulation, its directives, and implementation principles.

- All regulations, directives, and principles can be found on the University Website under the *Institute of Graduate Programmes* section, within the *Education* tab.

- Link to the Postgraduate Education Regulation:

  [Lisansüstü Eğitim ve Öğretim Yönetmeliği.Pdf](#)

STUDENT E-MAIL / ANNOUNCEMENTS & COMMUNICATION CHANNEL

- Student announcements are sent to student e-mail addresses by the Institute of Graduate Programmes. Therefore, from the moment of enrolment, students are required to actively check their student e-mail account throughout their period of study.

- Notifications regarding matters deemed necessary by the Institute of Graduate Programmes are sent to the beykoz.edu.tr student e-mail address formed with the student's name and surname (adsoyad@ogrenci.beykoz.edu.tr). Individual announcements are not sent.

- Students whose personal information has changed must update their details by e-mailing the Directorate of Student Affairs at ogrenciisleri@beykoz.edu.tr

- When necessary, you may obtain information via the Institute's e-mail address: enstitu@beykoz.edu.tr

ACADEMIC CALENDAR

- Important dates related to student processes are stated in the academic calendar.

- The Institute of Graduate Programmes may issue reminders on certain matters; however, students are responsible for following the academic calendar themselves.

- You may access the academic calendar of the Institute of Graduate Programmes via the link below:

https://www.beykoz.edu.tr/uploads/2025/08/p52eoi68rm1q0-2025-2026-egitim-ogretim-yili-lpe-akademik-takvimi-turkce.pdf

STUDENT CARDS

- After completing registration procedures, students in the preparatory programme may collect their student cards from the preparatory campus; students beginning their first semester may collect them from the Institute Secretariat.

- For lost student cards, please send an email to ogrencisleri@beykoz.edu.tr

DURATION OF STUDY

Thesis Master's Programme

- The Thesis Programme lasts four semesters regardless of whether the student registers each term, and must be completed within a maximum of six semesters.

- Students must take eight courses and a seminar during the first two semesters, and the Thesis-1 and Thesis-2 courses during the final two semesters.
- If a student successfully completes all courses except the thesis by the end of the fourth semester, they may continue for two further semesters by paying the fee for the thesis course only. To graduate, a student must successfully complete eight courses, the seminar course, and the thesis.
- Students who fail to complete their courses after four semesters, do not meet success requirements, fail in thesis work within the maximum period, or fail to attend the thesis defence without a valid excuse, shall be dismissed from the University.

- Students whose thesis is rejected, or who fail again after being granted a correction period of up to three months, shall also be dismissed.

- However, if such students apply within the period stated in the academic calendar and have fulfilled requirements such as course load and project work, they may transfer to a Non-Thesis Master's Programme.

Non-Thesis Master's Programme

- The duration of study in Non-Thesis Programmes is two semesters in total. In these programmes, students may take five courses in the first semester, five courses in the second semester, and the Term Project course.

- To graduate, a student must successfully complete ten courses and the Term Project course. Students who do not meet the graduation requirements by the end of the maximum period shall be dismissed from the higher education institution.

OIS USER LOGIN

- You may log into the system via http://ois.beykoz.edu.tr or by clicking the OIS link under the "*Öğrencilerimiz*" menu on the homepage of www.beykoz.edu.tr .

- Your username must be entered as your full name combined, without Turkish characters. Your password was provided at initial registration. If you have forgotten your password, you may click "*Parolamı Unuttum*" to receive a new password via SMS.

COURSE SELECTION

- Students must complete course selection on the OIS platform during the course selection dates specified in the academic calendar. After selecting courses, students must submit them for approval by their academic advisor.

After logging in with your username and password, click the Course Selection screen in the first icon. Under this icon, you can view and check all the courses you have previously taken or are required to take.

*Students must send their selected courses for advisor approval in order to complete course registration. After submission, the Advisor Approval Status will appear as "**Pending**".*

*Once the academic advisor approves the registration, the status changes to "**Approved**", and the student becomes officially enrolled in the courses.*

- Students whose course selections are not approved by their academic advisor are considered not to have registered for courses for that term.

- Students whose course selections are rejected by their advisor must reselect suitable courses on the course selection screen and resubmit them for advisor approval.

- Students must select courses in accordance with their current semester. If the course selection term is the autumn semester, students must choose courses listed in Slot 1; if it is the spring semester, courses listed in Slot 2. Students selecting Thesis 1 must choose Slot 3; those selecting Thesis 2 must choose Slot 4.

- After completing course selection, students must check their generated timetable by clicking the "**Course Schedule**" option in the main menu.

- In order to meet graduation requirements within the maximum duration of study, students must register for courses every semester. (See: Duration of Study)

Compulsory Course

- On the course selection screen, compulsory courses available in that academic term can be selected by clicking the "Take Course" button. **<u>Compulsory Courses are offered only in the semesters specified in the programme curriculum.</u>**

Elective Courses
- Elective courses available in that academic term can be selected by clicking the "Select Course" button.

Thesis-Project Course Selection

- On the course selection screen of the OIS platform, the relevant compulsory course (Project / Thesis-1 / Thesis-2) can be selected by clicking the "Take Course" button.

- In order to select a course relating to the Project / Thesis, students must complete the advisor approval process for the project or thesis topic. (See: Thesis / Term Project Advisor and Topic Selection)

- Students in Non-Thesis Programmes must select the Term Project course during the second semester within the course selection dates stated in the academic calendar.

- Students in Thesis Programmes entering the thesis stage for the first time (those in their third semester) must select Thesis-1; those continuing their thesis work must select Thesis-2.

ADD / DROP COURSE

- During the ADD / DROP period stated in the academic calendar, students may add or drop courses via the OIS platform.

- For the Add/Drop process to be carried out on the system, advisor approval must first be removed. After contacting their advisor (through the OIS messaging system or the advisor's e-mail address) and having the approval removed, the student may make the necessary changes. After the changes are made, the student must resubmit the courses for advisor approval.

WITHDRAWAL FROM THE COURSE

- After the add/drop period has ended, students may apply for COURSE WITHDRAWAL within the dates specified in the academic calendar, in order to ensure that a course they believe they will not be able to complete successfully does not affect their overall grade point average.

- <u>Withdrawal from a course does not mean that the course is deleted from the student's transcript</u>. The withdrawn course is recorded on the student's transcript for the relevant academic term with the grade W (Withdraw).

- Until the deadline specified in the academic calendar, the student must have the course withdrawal form signed by their academic advisor and the head of the department, and submit it to the Institute of Graduate Programmes.

- Form Required for Course Withdrawal:

- Course Withdrawal Application Petition

- Students whose applications are approved may withdraw from a maximum of two courses during their studies.

- Students who withdraw from a course are not refunded the course fee.

- As a result of withdrawal, the number of courses a student is enrolled in during a semester may not fall below three.

- Students may not select another course in place of a withdrawn course in the same semester.

COURSE REPEAT

- Students who receive the semester letter grades FF, DZ, BZ, or W must repeat the courses in which they were unsuccessful or from which they withdrew. The grades of repeated courses are recorded in the semester to which the course belongs and are included in that semester's grade point average.

- If a student fails a course that has been removed from the programme due to curriculum changes, they must take the course(s) matched with the failed course from among the main course categories to which it belonged, provided that the course has at least the same credit value as the failed course.

- Students may take another elective course in place of a failed elective course, provided that the credit value is not lower than that of the failed course.

- If they wish, students may also repeat courses they have passed, in order to raise their grade point average. The higher grade obtained is recorded on the transcript.

ATTENDANCE / ABSENCE

- A minimum of 70% attendance is required in courses. Students must meet the attendance requirement in all courses throughout their studies.

- There is no attendance requirement for our distance-learning programmes.

- In the Distance Education Non-Thesis Master's Programmes, classes are conducted synchronously online. Students may attend classes live or watch the live class recordings later via the Online Beykoz platform.

COURSE EXEMPTION AND PLACEMENT (ADJUSTMENT/ADAPTATION)

- Students who have successfully completed courses at another higher education institution must submit the course exemption application form, transcript, and course descriptions to the Institute of Graduate Programmes within the period specified in the academic calendar.

- Courses approved for exemption by the Head of Department are entered into the OİS platform upon the decision of the Institute Board.

LEAVE OF ABSENCE (FREEZING REGISTRATION)

- Students must submit the leave of absence application petition to the Institute of Graduate Programmes by the deadline specified in the academic calendar, provided that they document their request (health, military service, financial reasons, natural disasters, family or personal reasons, education abroad, etc.) within the maximum period of study (see: Institute of Graduate Programmes Regulation Article No: 62).

- Students may freeze their registration for up to two semesters in both thesis and non-thesis programmes.

- Periods during which registration is frozen are not counted towards the maximum period of study.

- The provisions of Beykoz University Fee Refund Principles for Deregistration and Freezing Registration apply.

    Link: [Principles for Deregistering and Leave of Absence](#)

Related Petition: [Petition for Leave of Absence applications](#)

EXAMS

- Our master's programs include a Midterm Exam, Midterm Make-Up Exam, End-of-Semester (Final) Exam, and Resit Exam.

- Students are required to attend their exams in person on the dates specified in the academic calendar and in the classrooms indicated in A Plan 365.

- The schedules for the Midterm, Final, and Resit Exams are announced through the OIS and A Plan 365 platforms. Notifications are also shared via student e-mail accounts and the university website.

  A Plan 365 platform link: https://beykoz.aplancloud.com/login

MIDTERM MAKEUP EXAMS

- This is the exam granted by the Institute Board of Directors for students who are unable to attend the midterm due to a valid excuse.

- A student may apply to the Institute Directorate within three (3) working days following the end of the exams by submitting a petition explaining the reason and attaching official documents proving the excuse.

GRADE APPEAL (OBJECTION)

- Midterm and final exam grades are announced by the course instructor through the Electronic Student Information System (EÖBS). If a student wishes to object to the announced grade, they may request a reassessment within the scope of a material error. In this case, the instructor reviews the exam paper and reports the result to the Institute Directorate within three (3) working days. If a grade change is required, it becomes final upon approval of the relevant board and is forwarded to the Student Affairs Directorate. If no change is made, the result is directly communicated to the student.

- If the student wishes to continue their objection to the instructor's decision, they may apply in writing to the Institute Directorate again within three (3) working days. Subsequently, a committee of three members—one of whom is the course instructor and the others holding equal or higher academic titles—is formed. The committee reviews the exam documents and issues a decision within a maximum of five (5) working days. This decision becomes final upon board approval and is communicated to the student in writing. Furthermore, grades for applied courses

such as supervision, term projects, and theses cannot be appealed; the status of such courses is submitted to the Senate upon recommendation of the relevant Department and approval of the Institute Board.

CANCELLATION OF ENROLLMENT (WITHDRAWAL FROM UNIVERSITY

- Students may submit a withdrawal request through OIS if they wish to cancel their enrolment.

- Once the program coordinator approves the withdrawal request in the system, the request is forwarded to other units (Health, Culture and Sports Office, library, financial affairs, student affairs) for review and approval.

- As a result of this process, the documents submitted by the student at registration are returned only to the student or to a person authorized through a notarized power of attorney. Students applying for withdrawal must have paid all tuition fees for the semester or academic year prior to the date of application.

- Upon withdrawal, all student rights within the University are terminated.

- In certain cases, a student's enrolment may be terminated by a decision of the University Administrative Board. These include: failure to complete a graduate program within the maximum period of study, and dismissal based on Article 54 of Law No. 2547 (disciplinary expulsion). Additionally, students whose enrolment is cancelled due to failure to fulfil graduation requirements are not entitled to any refund.

CALCULATION OF FINAL GRADES

- In both Formal and Distance Education programs, a student's final grade for a course is calculated by taking 40% of the weighted average of midterm exam scores and 60% of the final exam score.

- To be considered successful in a course, the student must score at least 50 out of 100 on the final exam and have a minimum course average of 60 on the 100-point scale.

1. The absolute grading system is used to calculate final grades.

The principles regarding the correspondence between absolute grades, letter grades, and their numerical equivalents are as follows:

a. The correspondence and meanings of absolute grades to letter and numerical grades are given in the following table:

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)

b) A student is considered successful in a course if they receive one of the following letter grades: AA, BA, BB, CB, CC, BI, or M.

c) A student is considered unsuccessful if they receive one of the following letter grades: FF, BZ, or DZ.

ç) Students who do not meet attendance requirements receive the grade DZ; this grade is treated as FF in GPA calculations.

d) BI is assigned as the grade of successful completion for seminar courses, term projects, theses, or other courses not included in GPA calculations.

e) BZ is assigned as the grade of unsuccessful completion for seminar courses, term projects, theses, or other courses not included in GPA calculations.

f) M is assigned to courses from which the student is exempt based on an exemption evaluation and is not included in GPA calculations.

g) W is used to indicate in the student's transcript that they have withdrawn from a course within the period specified in the academic calendar.

ğ) E (Not Entered) is a temporary grade assigned when grading is not completed or the grade has not yet been entered. If not updated within the specified period, the E grade is converted to the failing grade designated for that course.

h) TD is used for students who take their thesis defence and are required by the thesis jury to make revisions.

ı) DM is used for students who will continue their thesis course in the following semester.

2. Conversion of University letter grades to ECTS grades and vice versa is carried out in accordance with principles determined by the Senate.

PREREQUISITE COURSES

- Prerequisite courses are offered only in the Clinical Psychology (Thesis/Non-Thesis) Programs.

PROJECT AND THESIS PROCEDURES

APPOINTMENT OF THESIS ADVISOR AND DETERMINATION OF THESIS TOPIC

- In thesis-based master's programs, the Institute Department/Art Department Chair recommends a thesis advisor from the University's academic staff for each student no later than the end of the first semester; the thesis topic jointly determined by the student and advisor must be submitted to the Institute no later than the end of the second semester. The thesis advisor and thesis topic become final upon the approval of the Institute Board of Directors.

- The **Thesis Topic Notification Form** and **Thesis Advisor Appointment Form**, completed by the student and approved by the advisor, must be submitted to the Institute by the deadline specified in the academic calendar. The relevant forms are available on the Institute's website.

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

- The student must complete the Thesis Topic Forms and submit them to the Institute with the required signatures within the dates specified in the academic calendar The student must complete the Thesis Topic Forms and submit them to the Institute with the required signatures

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APPOINTMENT OF PROJECT ADVISOR AND DETERMINATION OF PROJECT TOPIC

- In non-thesis master's programs, the Institute Department/Art Department Chair appoints a faculty member or an instructor with a doctoral degree to advise the student on course selections and supervise the term project no later than the end of the first semester.

- The project topic determined jointly by the student and advisor must be submitted to the Institute within the dates specified in the academic calendar by completing the Project Topic Forms and obtaining the necessary signatures.

Documents to be submitted:

- Term Project Advisor Appointment
- Term Project Topic Notification Form

The relevant forms are available on the Institute's website.

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

CHANGE OF THESIS/TERM PROJECT ADVISOR OR TOPIC

- If a student wishes to change their thesis/project advisor, they must first consult the advisor they wish to change to and obtain approval. Afterward, the Thesis/Term Project Advisor Change Form available in the forms section of the Graduate Programs Institute website must be completed, signed, and submitted to the Institute.

- If a student wishes to change their topic, they must consult their advisor, obtain approval, complete the relevant forms on the Institute website, and submit them with the required signatures.

- If a student wishes to change their thesis/project advisor, they must follow the same procedure: consult the intended advisor, obtain approval, complete the Thesis/Term Project **Advisor Change Form**, and submit it to the Institute.

- **Documents required for project:**

- Project Advisor Change Form

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

- **Documents required for thesis:**

- Thesis Advisor Change Form

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

- If a student wishes to change their project/thesis topic, they must consult their advisor, obtain approval, complete the relevant Topic Change Form on the Institute website, and submit it with the required signatures.

- **Documents required for project:**

- Project Topic Change Form

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

- **Documents required for thesis:**

- Thesis Topic Change Form

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

THESIS AND PROJECT PROCESS FLOW

You may access detailed infographics regarding the thesis and project procedures on the Institute's website.

Thesis process infographic:

https://www.beykoz.edu.tr/icerik/5303-tez-sureci-adimlari-1

Project process infographic:

https://www.beykoz.edu.tr/icerik/5305-proje-sureci-adimlari

TERM PROJECT / THESIS WRITING GUIDE

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

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

ETHICS COMMITTEE

- If the term project or thesis involves the use of questionnaires, scales, biological materials, observational, qualitative or quantitative data, or any form of intervention, ethics committee approval is required. In addition, the ethics committee application form available on our university's website must be completed and signed by the advisor and submitted to the Institute of Graduate Programmes.

- Ethics committee applications must be submitted before the research process begins and in accordance with the prescribed schedule. No data collection, practice, or fieldwork may be initiated for any study without ethics committee approval; such actions would violate ethical principles and academic regulations.

- You may access the Scientific Research and Publication Ethics Forms via the University website.

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

SUBMISSION OF THE TERM PROJECT TO THE INSTITUT

- Students must submit their term project to their advisor on the dates specified in the academic calendar, in accordance with the writing guide and similarity-check requirements. The advisor evaluates the project and, for students who have completed the project, submits one electronic copy of the project or report (in PDF and Word format) on a CD or USB drive, together with

the approval form, to the Institute of Graduate Programmes by the deadline specified in the academic calendar. Projects are evaluated by the advisor as either 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

THESIS DEFENSE

- The thesis defence examination must be conducted face-to-face by the jury appointed by the thesis advisor, within the dates specified in the academic calendar.

- The thesis defence week appears in the academic calendar. After determining the thesis defence date with the advisor, the student must contact the Institute of Graduate Programmes and submit the necessary thesis-related forms (*Thesis Advisor Approval and Jury Member Selection Form, Thesis Jury Submission and Defence Date Form, Master's Thesis Similarity Report*).

- On the day of the thesis defence, after presenting the thesis, the student must have the required documents signed by the advisor and the other jury members and submit these documents to the Institute of Graduate Programmes (*Thesis Defence Minutes, Thesis Evaluation Form, Master's Thesis Approval Certificate, Thesis Writing Principles Compliance Report*).

- If the student receives a revision following the defence, an additional period of three months is granted, and the student must defend the revised thesis before the same jury.

- If the student does not receive a revision following the defence, the Institute informs the student of the procedures to be completed and the documents to be submitted for graduation.

THESIS SUBMISSION

- Provided that the student has passed the thesis defence and met the other graduation requirements set by the Senate;

- The Thesis Writing Principles Compliance Report must be completed by the advisor, signed in wet ink, and submitted 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 on CD or USB (in PDF and Word format, saved under the thesis reference number stated in the publication and permission form) to the relevant Institute within one month of the thesis defence dat.

- Post-defence documents can be accessed via the "Forms" section on the Institute's website.

- No part of the printed thesis may include personal information belonging to the student, advisor, or jury members (telephone numbers, e-mail addresses, Turkish ID numbers, wet signatures, etc.)

PLAGIARISM (COPYLEAKS)

- For Master's term projects or Master's theses, the similarity ratios indicated in the report generated by the similarity-detection software must not exceed the following: 20% excluding quotations, 30% including quotations, and 2% from a single source.
- The same limits apply for artificial intelligence (AI) similarity ratios.
- The student is solely responsible for the similarity ratio. Any Master's term project or Master's thesis that does not meet these limits cannot be accepted for presentation, defence, or evaluation. However, in exceptional cases required by the nature of the thesis or project, the similarity ratio may be accepted up to 22% excluding quotations, 33% including quotations, and 3% from a single source, based on the advisor's justified opinion.

GRADUATION

- The graduation process is initiated for students who pass all their courses, whose similarity ratios do not exceed the plagiarism limits, and who submit all required thesis or term-project documents to the Institute of Graduate Programmes completely.

- Students must contact the student affairs office regarding diploma procedures.