



**INSTITUTE OF  
GRADUATE PROGRAMS**

**STUDENT  
INFORMATION  
GUIDE BOOK**

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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 and messages from professors are transmitted through the OIS system. 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](mailto: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 [ogrencisleri@beykoz.edu.tr](mailto:ogrencisleri@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](mailto: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](#)

## **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 Security desk located at Business Administration Faculty Campus.

For lost student cards, after making the payment to the Accounting Department, you should contact [bim@beykoz.edu.tr](mailto:bim@beykoz.edu.tr).

## **DURATION OF STUDY**

### *Master's Program with Thesis*

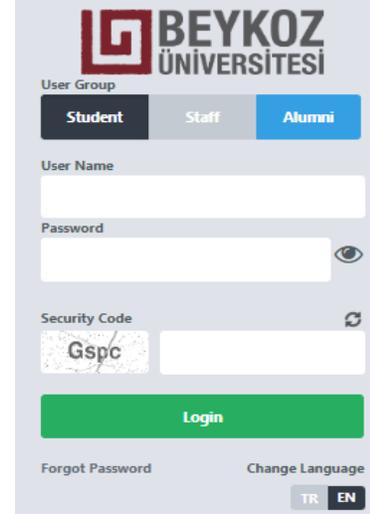
- The Thesis Program is four semesters regardless of whether students register for each semester or not, and the program is completed in a maximum of six semesters.
- Students must take 8 courses and seminar courses in the first two semesters and Thesis-1 and Thesis-2 courses in the last two semesters.
- 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 8 courses, a seminar course and a thesis course.
- 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 the non-thesis master's program, excluding the period spent in the scientific preparation program, starts from the semester in which the courses of the enrolled program are offered. Regardless of whether the student registers each semester, the program must be completed in a minimum of two semesters and a maximum of three semesters.
- Students who fail or do not complete the program within this period will be dismissed from the University.
- The non-thesis master's program consists of at least 10 courses and one term project course, provided that the total is not less than 30 credits and 60 ECTS.
- Students are required to register for the term project course in the semester in which they take it and to submit a written project and/or report at the end of that semester.
- The term project course is non-credit and is evaluated as Pass (BI) or Fail (BZ).

## OIS USER LOGIN

- You can log in to the system at [ois.beykoz.edu.tr](https://ois.beykoz.edu.tr) or by clicking on the OIS section located under the "Student Affairs" menu on the [www.beykoz.edu.tr](https://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.

Seçtiğiniz Dersler		Yerine Sayılarak Dersler										
Ders Kodu	Ders Adı	Kredi	AKTS	Slot Dönemi	Grup	Öğretim Türü	Ül	Ders Kodu	Ders Adı	Ders Notu	Dersi Alan Öğrenci Sayı	
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
BEVE101	Information Technologies	2	3	3	1	Örgün	EN				1	Dersi Sil
İSVE207	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 1	8	8	3	1	Örgün	EN				1	Dersi Sil

Kredi Limiti: 42 Aldığımız Kredi: 22 Aldığımız AKTS: 30 Kalan Kredi: 12

Dersman 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 who will select courses for the Fall semester must choose the courses listed in Slot 1.
  - Students who will select courses for the Spring semester must choose the courses listed in Slot 2.
  - Students who will take Thesis 1 must choose the courses listed in Slot 3.
  - Students who will take Thesis 2 must choose the courses listed in 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)

### *Compulsory 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-I / Thesis-II) 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)
- 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 perform course add/drop operations through the system, the academic advisor's approval must be removed from the system.
- To carry out this process, the student must contact their academic advisor via the OIS messaging system or the advisor's email address and request the removal of the advisor's approval. After the advisor's approval is removed, the student can make the necessary course changes in the system.
- Once the course change is completed, the student must resubmit their course selections for approval by the academic advisor.

### **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 of at least 70% is mandatory for courses. Students are required to fulfill the attendance requirement for all courses throughout their period of study.
- There is no attendance requirement for our distance education programs.
- In the Distance Education Non-Thesis Master's Programs, courses are conducted synchronously online. Students may attend the live sessions or watch the recorded sessions later via the Online Beykoz platform.

### **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.

### Principles of Registration Cancellation and Suspension

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 (retake) exam, Single Course exam (for graduation).
- Students are required to physically attend their exams in the classrooms specified in OIS system on the dates indicated in the academic calendar.
- Midterm, Final and Resit/Retake exam schedules are released on OIS and/or 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 exam 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.

### *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 petition available in the website of Beykoz University on the dates specified in the academic calendar.
- Related form: [GRADUATION SINGLE COURSE EXAM PETITION](#)
- Students who have failed their course due to absenteeism cannot take the single course exam for graduation.
- Students may take the single course exam for graduation only when they have completed all courses and the term project with just one course remaining in non-thesis programs, and at the end of the 4th semester in thesis programs.

### **OBJECTION TO GRADES**

#### **Principles for Registration Cancellation and Suspension**

- A student must submit a written objection to the relevant Institute Directorate regarding the exam grade within three business days from the announcement of the grade on OIS. If an objection is made regarding midterm exams, final exams, or similar exams (make-up, excuse, single exam, exemption, additional exams, etc.), the course instructor will review the disputed exam grade for any material or evaluation errors and report the result in writing to the relevant Institute Directorate within three business days. If the grade changes as a result of the objection, the decision will be made by the Institute Board and communicated to the student. If there is no change in the grade, the Institute will notify the student directly. If the objection continues, the student can submit a written appeal to the Institute Directorate within three business days. A three-person committee will be appointed for the examination of the exam paper, with one member being the course instructor. The results of the examination will be decided by the Institute Board and communicated to the student. Students who miss these deadlines will lose their right to appeal. Objections to other mid-term evaluations (quizzes, short exams, assignments, etc.) will be assessed by the course instructor. If a grade change occurs, it will be forwarded to the Student Affairs Directorate with the Directorate's approval. The evaluation result will be communicated to the student by the Institute.
- Courses where grade objections cannot be made (supervision, term project, thesis, and other practical courses) will be forwarded to the Rectorate for Senate approval, following the recommendation of the relevant department and the approval of the Institute Board. The student can check the outcome of the objection on the OIS System.

### **DEREGISTRATION (DISENROLLMENT)**

In the following cases, the registration of students enrolled in graduate programs shall be terminated by a decision of the Institute Administrative Board:

- a) Failure to fulfill the obligations set forth in this Regulation.
- b) Transfer to another higher education institution for any reason.
- c) Determination that the final registration process was not completed in accordance with the applicable procedures.
- d) The occurrence of other cases specified in Law No. 2547.
  - Students may request deregistration through the Student Information System (EOBS). The deregistration process is finalized upon approval by the relevant administrative units through the system. Documents submitted at the time of registration may be returned either to the student in person or to a representative authorized by a notarized power of attorney.
  - Students requesting deregistration must have paid the tuition fees for all semesters/academic years prior to the semester/year in which the deregistration request is submitted.
  - Students who deregister lose all student rights granted by the University.
  - In the following cases, the student’s relationship with the University shall be terminated by a decision of the University Administrative Board:
    - a) Students who fail to complete their graduate studies within the maximum period of study shall be dismissed from the graduate program.
    - b) Students who are dismissed from the University in accordance with Article 54 of Law No. 2547 shall have their registration terminated.
  - No tuition fee refunds shall be made to students whose registration is terminated due to failure to fulfill graduation requirements.

## 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:

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)

The relationship between absolute grades, letter grades, and their numerical equivalents is shown in the table below:

- 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.
- A student is considered to have failed a course if they receive one of the following letter grades: FF, W, BZ, or DZ.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- The TD grade is given to students who have defended their thesis but were instructed to make revisions by the thesis jury.
- The DM grade is given to students who will continue with their thesis II 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 after selecting the related courses. Students need to contact the assigned thesis/project advisor and must deliver the thesis/project topic and advisor selection forms to the Graduate Programs Institute with the necessary wet signatures by filling out the Term Project/Thesis Topic Forms until the end of the dates specified in the academic calendar.

Relevant Form Link: [Term Project Subject Form](#) // [Thesis Subject Form](#)

### *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/Term 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/Term 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.

Relevant Form Link:

[Term Project Advisor and Topic changing Form](#)

[Thesis Advisor and Topic changing Form](#)

### *TERM PROJECT / THESIS WRITING GUIDE*

- Students are required to prepare their term project and thesis according to the Thesis/Project Writing Guidelines on the web page of Beykoz University Graduate Programs Institute.

Related Links:

[Master Thesis Writing Guide](#)

[Master's Term Project Writing Guide](#)

### *TERM PROJECT / THESIS PROCESS FLOW*

You can access the detailed infographic regarding the Thesis and Term project processes on the Institute's website.

Related Links:

[Thesis Process Infographic](#) // [Term Project Process Infographic](#)

### **CRITERIA REQUIRED FOR SUCCESSFUL ACCEPTANCE OF THESIS I COURSE**

- The research topic must be clearly and practically defined,
- The topic selection form must be submitted to the institute by the date specified in the academic calendar,
- The purpose, scope, and research questions of the study must be clearly defined,

- The table of contents of the thesis must be determined,
- The thesis proposal (research model, method, data collection process, etc.) must be prepared in an academic format,
- At least three (3) formal meetings must have been held with the advisor faculty member during the semester (It is important that the meetings are documented via email, Zoom recording, or written signature record).

## **CRITERIA REQUIRED FOR SUCCESSFUL ACCEPTANCE OF THE TERM PROJECT**

- The advisor and the student must have held at least 3 formal meetings.  
The meetings must be documented via email, Zoom recording, or written signature record. • Submission of necessary documents, such as the Topic Selection Form, according to the dates specified in the academic calendar at the beginning of the semester.
- Final submission with all required documents within the timeframe specified in the academic calendar.
- The project must be prepared in accordance with the Beykoz University Project Writing Guide.
- The cover page, abstract, table of contents, and bibliography must be complete. • The citation system must be correct and consistent.
- The plagiarism rate must be below the accepted limit.
- The work must meet the minimum 5000-word limit.
- The problem definition must be clear and concise.
- Sufficient and up-to-date academic sources must be used in the literature review section.
- The methods section must be written clearly and understandably.
- The findings and conclusion sections must have logical coherence.
- The work must be prepared in accordance with writing and spelling rules.

### ***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 Link:

[Ethical Committee Application Forms](#)

## **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.

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- 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. 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 SUBMISSION**

- The projects of our students who are successful in their term project presentations are checked by their advisors.
- The final version of the successfully completed term project must be uploaded to the Online Beykoz platform in PDF format and submitted to the Institute Directorate together with one CD or USB containing the term project, the Master's Term Project Evaluation Form (PDF), and the Term Project Similarity Report (PDF); after submission, the advisor and the student sign the submission report, and the advisor enters the student's final grade into the system.

### **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.
- ✓ 2 CDs (pdf version of the thesis)

## **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**

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