



# INSTITUTE OF GRADUATE PROGRAMMES

## FACULTY INFORMATION GUIDE

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GS.ENS.F.75	9.12.2025	1	8.03.2026	Sayfa 1 / 24

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**\*\* GÜNCEL DOKÜMAN İÇİN AĞA BAKINIZ \*\***

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## WHAT IS “OIS”?

OIS is the Student Information Management System used by our University. OIS (Student Information Management System) is a student affairs automation system that integrates the Student Information System, Financial Management System, Course Management System, and CRM modules under a single platform, enabling the sharing of data within the same system and its use across different departments. Faculty members can manage processes such as course content, grading, and student attendance status, and can make announcements. In this way, OIS ensures that academic processes are organized and accessible for both students and faculty members.

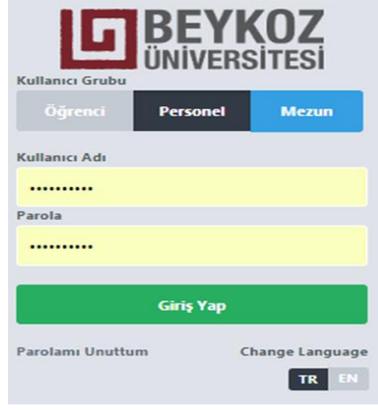
## HOW DO I LOG IN TO MY OIS USER ACCOUNT?

You may log in to the system via the website: <http://ois.beykoz.edu.tr>

Your username must be entered as a single word in the format “name surname” (without Turkish characters). Your password is sent via SMS to your mobile phone number registered with the Directorate of Human Resources. It is strongly recommended that you change your password after your first login by using the “Change Password” button located in the right-hand menu. If you forget your password, you may contact the Directorate of Information Technologies at: [bim@beykoz.edu.tr](mailto:bim@beykoz.edu.tr)

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The image shows the login interface for Beykoz University. At the top, there is the university's logo and name 'BEYKOZ ÜNİVERSİTESİ'. Below this, there are three tabs for user groups: 'Öğrenci' (Student), 'Personel' (Personnel), and 'Mezun' (Graduate). The 'Personel' tab is selected. The form includes fields for 'Kullanıcı Adı' (Username) and 'Parola' (Password), both with masked input. A green 'Giriş Yap' (Login) button is positioned below the password field. At the bottom, there are links for 'Parolamı Unuttum' (Forgot my password) and 'Change Language' with buttons for 'TR' and 'EN'.

## INFORMATION EMAIL ADDRESS FOR PART-TIME (HOURLY PAID) FACULTY MEMBERS

Personal information is shared only through email addresses with the “@beykoz.edu.tr” domain. In order to regularly follow the notifications sent by the Institute regarding graduate programs, faculty members are required to check their “@beykoz.edu.tr” email addresses on a regular basis.

## HOW CAN I ACCESS THE ACADEMIC CALENDAR?

The Academic Calendar, through which all educational processes such as course registration, course start and end dates, midterm examinations, make-up examinations, and semester final examinations can be followed, is accessible from the “Academic Calendar” menu located on the main page of our University’s website.

The Graduate Programs Institute may provide reminders on certain matters; however, faculty members are obliged, by virtue of their responsibilities, to follow the Academic Calendar themselves. This is essential for the orderly conduct of courses and examinations and for the timely completion of procedures required during the semester.

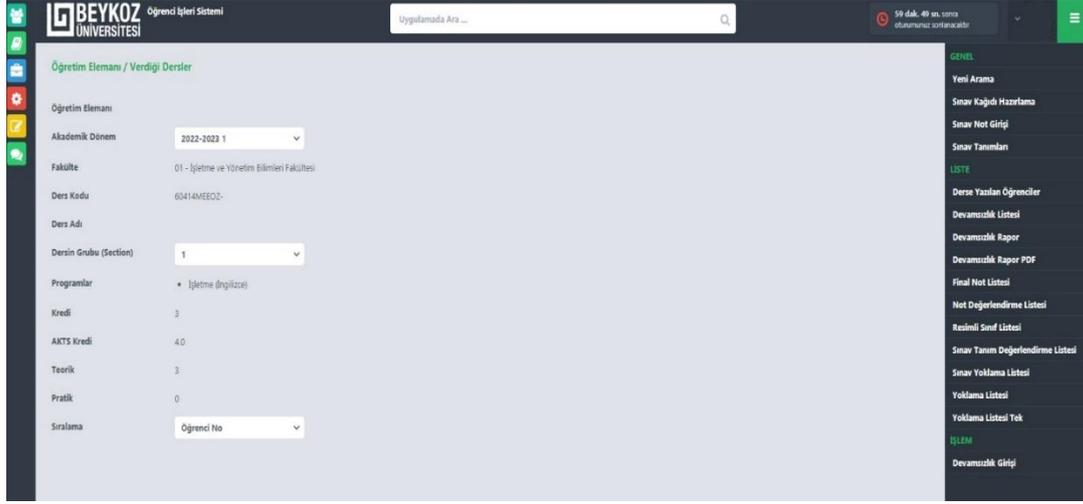
[Institute of Graduate Programmes Academic Calendar](#)

## HOW CAN I ENTER EXAM GRADES AND ATTENDANCE RECORDS?

After logging in to OIS with their username and password, faculty members may click on the icon  located in the left-hand menu. On the screen that opens, under the “Instructor Menu,” they may select the relevant course from the “Courses Taught” page. Through the right-hand menu, they may perform various actions such as “Exam Grade Entry,” “Attendance Entry,” and “Attendance List.”

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## HOW CAN I MAKE ANNOUNCEMENTS TO STUDENTS OVER OIS?

Faculty members may click on the “System” button located in the upper left corner of the OIS screen and, through the Message System screen, send messages to the groups to which they teach courses and to the students for whom they serve as academic advisors.

By using the filtering function in the “Add Group” field, they may also send messages to specifically designated student groups.



## WHAT IS THE BEYKOZ UNIVERSITY ECTS INFORMATION PACKAGE?

The European Credit Transfer and Accumulation System (ECTS) is a student-centered credit system that enables the systematic definition of educational programs. Within this system, all learning/teaching and assessment components (such as courses, internships, assignments, projects, examinations, etc.) required to achieve the defined educational objectives of a program are credited based on the students' workload (study time), both inside and outside the classroom.

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***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, during curriculum planning, the Head of the Department to which the course is affiliated appoints the faculty member who will teach the course as the Course Coordinator. If more than one faculty member teaches the same course, consensus is reached regarding the information to be entered into the system, and the 14-week course syllabus, assessment criteria, attendance requirements, and other required information are entered into the ECTS Information Package by the Course Coordinator before the commencement of the courses.

Ensuring that the ECTS Information Package is complete and up to date is the responsibility of the Course Coordinator appointed by the Head of Department. These updates ensure that course contents, learning outcomes, and assessment and evaluation methods are accurately and currently reflected. In particular, for the effective implementation of assessment and evaluation processes, it is of critical importance that the ECTS Information Package be reviewed and updated regularly.

### **HOW ARE COURSE GRADES CALCULATED?**

In formal (on-campus) and distance education programs, a student's final grade for a course is calculated by taking 40% of the weighted average of the midterm examination(s) and 60% of the semester final examination grade.

In each semester, at least one midterm examination and one semester final examination are administered. At the discretion of the relevant faculty member, **one** of these assessments may be conducted in the form of an assignment, project, laboratory report, exhibition, performance, or a similar practical study. It is mandatory that such practical assessments be transferred into a physical format (e.g., presentation printouts, hard-copy assignments, USB devices, etc.) and placed in examination envelopes.

Additionally, for students who are unable to take or who fail the semester final examination, a resit (retake) examination is administered. In non-thesis programs, in order to complete the program; and in thesis-based programs, in order to complete all courses by the end of the fourth

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semester at the latest, a single-course examination is administered to students who have failed only one course.

For a student to be deemed successful in a course, it is mandatory to obtain at least 50 points out of 100 in the semester final examination and to achieve a minimum overall course grade average of 60 points in the 100-point grading system.

In graduate programs, no relative grading calculation is applied; course success grades are calculated according to the absolute grading scale.

1. In the calculation of success grades, the absolute grading system is used. The correlation between absolute grades and letter grades, as well as their corresponding numerical equivalents, is set out below:
  - a) The relationship between absolute grades and their letter and numerical equivalents and meanings is specified 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)

- b) A student who receives one of the letter grades AA, BA, BB, CB, CC, BI, or M as the success grade in a course is deemed to have successfully completed that course.
- c) A student who receives one of the letter grades FF, BZ, or DZ in a course is deemed unsuccessful in that course.

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- c) Students who fail to fulfill the attendance requirements of a course are assigned the letter grade DZ. The DZ grade is treated as an FF grade in the calculation of grade point averages.
- d) BI The BI grade is assigned as the success grade for seminar courses, term projects, thesis studies, or for courses not included in the grade point average calculation and which have been successfully completed.
- e) The BZ grade is assigned as the success grade for seminar courses, term projects, thesis studies, or for courses not included in the grade point average calculation and which have been failed.
- f) The M grade is assigned as the success grade for courses from which the student is exempt as a result of an exemption evaluation and which are not included in the grade point average calculation.
- g) The W grade is used to indicate on the student's transcript that the student has withdrawn from a course within the time periods specified in the Academic Calendar.
- ğ) The E (Not Entered) grade is a temporary grade assigned to courses for which the assessment process has not been completed and for which a grade has not yet been entered. An E grade that is not converted within the specified period is converted into the failure grade defined for the relevant course.
- h) The TD grade is used for students who have taken the thesis defense examination and have been given a revision decision by the thesis jury.
- ı) The DM grade is used for students who will continue the thesis course in the subsequent semester (for a student who has taken the Thesis II course but is unable to enter the defense examination and will therefore continue to enroll in the Thesis II course in the following semester)
2. The conversion of the University's letter grades into ECTS grades, and the conversion of ECTS grades into the University's letter grades, is carried out in accordance with the principles determined by the Senate.

## HOW ARE ASSESSMENT AND EXAM EVALUATION DOCUMENTS SUBMITTED?

- 1) The faculty member shall submit all graded documents and other materials related to the primary examinations defined in the assessment and evaluation method, such as the midterm examination, semester final examination, resit examination, and make-up examination, in an

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examination envelope; materials that cannot fit into the examination envelope due to their size (such as projects, models, etc.) shall be submitted in printed or digitally recorded form together with a delivery report, no later than the end of the period specified in the Academic Calendar following the expiry of the grade appeal period, to the Secretariat of the Graduate Programmes Institute, together with a delivery report.

The envelope submitted shall include;

- a) A printout of the course design (syllabus) obtained from the ECTS Information Package and initialled (may not be included in semester final examination envelopes),
- b) The examination report signed by all parties (the course instructor and the examination invigilator(s),
- c) The examination attendance signature list signed by the examination invigilator(s),
- ç) The examination grade evaluation list,
- d) The question and answer sheets,
- e) The answer key,
- f) The attendance tracking chart obtained from the OIS system and signed by the faculty member.

3) Make-up and resit (retake) examinations shall be submitted within the relevant course's midterm or semester final examination envelope together with the examination attendance signature list prepared for that examination, the examination report, and the question and answer sheets.

4) Examinations conducted online via the distance education platform (excluding midterm and final examinations) are stored in the University's electronic environment for a period of **two years**. For online examinations, the envelope to be submitted shall include;

- a) A printout of the course design obtained from the ECTS Information Package and initialled (only in the midterm examination envelope),
- b) A list showing the students who took the examination, signed by the faculty member,
- c) The examination grade evaluation list signed by the faculty member (for semester final examinations, one copy shall be submitted separately outside the examination envelope),

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ç) An initialled copy of the question and answer sheet sample,

d) A screenshot of the examination confirming that the answer sheets and examination documents are available in the University's electronic environment, together with the examination website address (ID).

## EXAM GRADE CHANGES

If a faculty member wishes to request a change after finalizing an examination grade, they must submit the Grade Notification Form (available on the Institute forms page) to the Institute with a wet signature.

## HOW ARE GRADE APPEALS (OBJECTIONS) SUBMITTED?

- Midterm and semester final examination grades are announced by the course instructor through the Electronic Student Information System (EÖBS). If a student wishes to appeal the announced grade, they may request a re-evaluation of the examination on the grounds of a material error. In such a case, the faculty member shall review the relevant examination paper and report the result to the Directorate of the Institute within three (3) working days. If a grade change is required, it becomes final upon 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 continue the appeal against the faculty member's decision, they may submit a written application to the Directorate of the Institute again within three (3) working days. Thereupon, a commission of three members is established, one of whom shall be the course instructor, and the other members shall hold an academic title equal to or higher than that of the instructor. The commission shall review the examination documents and render its decision within five (5) working days at the latest. This decision becomes final upon the approval of the Administrative Board and is communicated to the student in writing. On the other hand, grades awarded for practical courses such as supervision, term project, and thesis are not subject to appeal; the status of these courses is submitted to the Senate upon the proposal of the relevant Department and the approval of the Institute Board.

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## ATTENDANCE REQUIREMENT AND MEDICAL REPORTS

- There is a 70% attendance requirement for courses. Students are required to fulfil the attendance requirement for all courses throughout their period of study. In the English Preparatory Program courses, the attendance requirement is 80%.
- There is no attendance requirement in our distance education programs.
- In Distance Education Non-Thesis Master's Programs, courses are conducted synchronously online. Students may attend the course live or watch the recordings of the live sessions later via the Online Beykoz platform.
- The following principles are taken into account in the calculation of absenteeism:

a) For students who submit a medical report, the days covered by the report are not counted as absenteeism. However, this period may not exceed 35% of the total course hours for theoretical courses and 25% for practical courses. Reported periods exceeding these limits are considered absenteeism.

b) Absences of students who represent the University at scientific, cultural, artistic, or sports activities, domestically or abroad, and whose participation in such activities has been officially approved, are not counted as absenteeism. However, this exemption may not exceed 50% of the total duration of the relevant course. Such permissions must be officially notified in writing to the course instructor by the relevant academic or administrative units.

If students fail a course with the grades FF, DZ, or BZ, they may pass the course when they retake it only by fulfilling the semester in-course and semester final assessment and evaluation requirements. However, in the following cases, even if the attendance requirement has previously been fulfilled, re-attendance may be required upon the decision of the relevant academic unit.

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

- a) The nature of the course,
- b) A new course replacing a course removed from the curriculum,
- c) A new elective course that has not previously been taken and may be selected from the

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elective course category,

d) New courses that may be selected from the University Competency Development and General Education course categories.

If students fail a course that has been removed from the curriculum as a result of changes in the education program, they are deemed to have satisfied the attendance requirement for the course matched with the failed course within the main course categories to which that course belongs.

## STUDENT PROCEDURES

### DURATION OF STUDY

#### Non-Thesis Master's Program

- The duration of study for students in the Non-Thesis Program is a total of two semesters. In non-thesis programs, students may take five courses in the first semester and five courses plus a term project course in the second semester.
- In order for a student to graduate, the student must successfully complete a total of 10 courses and the term project course. Students who fail to meet the graduation requirements stated above by the end of the maximum period of study shall be dismissed from the higher education institution.

#### Thesis Master's Program

- The Thesis Program consists of four semesters regardless of whether the student registers each semester, and the program must be completed within a maximum of six semesters.
- The student must take eight courses and a seminar course in the first two semesters, and Thesis I and Thesis II courses in the last two semesters.
- If the student successfully completes all courses except the thesis course by the end

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of the 4th semester, the student may continue for two additional semesters by paying a specified fee only for the thesis course. In order for the student to graduate from the program, the student must successfully complete a total of eight courses, the seminar course, and the thesis course.

- A student who fails to complete the courses by the end of four semesters or fails to meet the success criteria, fails the thesis work within the maximum period, or does not attend the thesis defense without a valid excuse shall be dismissed from the university.
- A student whose thesis is rejected or who fails again after receiving a maximum of three months for revision shall also be dismissed from the university.
- However, if such a student submits a request within the period specified in the academic calendar and has completed the required course load and project requirements, the student may transfer to a non-thesis master's program.

## COURSE REGISTRATION

- After selecting all the courses the student will register for, the student clicks the Send to Advisor Approval button in order for the academic advisor to approve the course registration. After submission, the Advisor Approval Status appears as **Pending**.
- If the student's course registration is approved by the academic advisor, the Advisor Approval Status changes to **Approved** and the student is registered for the courses.
- Students whose course selection is not approved by the academic advisor are considered not to have registered for courses for the relevant semester.
- Students whose course selection is rejected by the academic advisor must select their courses again on the course selection screen and submit them again for academic advisor approval.
- The student must select courses according to the semester they are studying in. If the semester in which the student will select courses is the fall semester, the student must select the courses listed in Slot 1; if the semester is the spring semester, the student

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must select the courses listed in Slot 2. Students who will select the Thesis I course must choose Slot 3, and students who will select the Thesis II course must choose Slot 4.

- The duration of study for students in the Non-Thesis Program is a total of two semesters. In non-thesis programs, students may take five courses in the first semester and five courses plus a term project course in the second semester.
- In order for a student to graduate, the student must successfully complete a total of 10 courses and the term project course. Students who fail to meet the graduation requirements stated above by the end of the maximum period of study shall be dismissed from the higher education institution.
- The duration of study for students in the Non-Thesis Program is a total of two semesters. In non-thesis programs, students may take five courses in the first semester and five courses plus a term project course in the second semester.
- In order for a student to graduate, the student must successfully complete a total of 10 courses and the term project course. Students who fail to meet the graduation requirements stated above by the end of the maximum period of study shall be dismissed from the higher education institution.

## PROJECT AND THESIS PROCEDURES

### THESIS PROCESS

- A thesis advisor from among the university's academic staff is assigned to students by the Program Coordinator no later than the end of the first semester. The advisor assignment decision for students who select the Thesis I course is announced by the Institute.
- The advisor and the student must select the thesis topic no later than the end of the second semester.

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

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

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

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

- If the grade for the Thesis I course is not entered into the system by the advisor faculty member, the student cannot select the Thesis II course. (The student may only continue course selection with BI.)
- The Thesis II course is selected by the student during the course registration week.
- If the thesis includes the use of surveys, scales, biological materials, observational, qualitative or quantitative data, or any form of intervention, the advisor faculty member must guide the ethics committee application process on behalf of the student. The ethics committee application form **available on the university website**, which must 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 follow-up (monitoring) of the ethics committee process is carried out between the advisor faculty member and the Scientific Research and Publication Ethics Committee.
- When the advisor believes that the student's thesis is ready for defense, the advisor must submit the required documents and the information of the jury members to the Institute at least one week before the defense date (in accordance with the dates specified in the academic calendar).

#### **Required documents to be submitted:**

- Thesis advisor approval and jury member selection form

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- Thesis jury submission and defense date form
- Master’s thesis similarity report

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

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

- The Institute Secretariat prepares the jury decision for students who will take the thesis defense.
- After the thesis defense, the advisor is responsible for submitting the documents related to the defense to the Institute by the dates specified in the academic calendar.

#### **Required documents to be submitted:**

- Thesis defense report
- Thesis evaluation form
- Master’s thesis approval certificate
- Thesis formatting compliance report (thesis writing guidelines report)

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

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

#### **Procedures Based on Defense Results**

- **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 website. Then the “Thesis Data Entry Form” is downloaded from the system.

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**\*\* GÜNCEL DOKÜMAN İÇİN AĞA BAKINIZ \*\***

- The student must submit one printed copy of the thesis, two thesis data entry forms, and two CDs or USB drives to the Institute within one month.
- The advisor enters the student's Thesis II grade in the system as successful. Then the Institute issues the graduation decision.
- Within two months after the graduation decision, the student's diploma is prepared by the Students Affairs Office. The student must follow the diploma process through the Students Affairs Office.

## CHANGE OF THESIS/PROJECT ADVISOR AND TOPIC

A student who is in the project process applies to the Institute with the project topic and advisor selection form.

### Required documents to be submitted:

- Term project advisor selection form
- Term project topic notification form

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

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

- If the student wishes to change the thesis/project advisor, after consulting with and receiving approval from the advisor they wish to replace, the student must complete the **Thesis/Term Project Advisor Change Form** available in the forms section on the website of the Institute.

### Required document to be submitted for the project:

- Project Advisor Change Form:

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

### Required document to be submitted for the thesis:

- Thesis Advisor Change Form

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

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- If the student wishes to change the topic, after consulting with and receiving approval from the advisor regarding the new topic, the student must complete the Thesis/Term Project Topic Change Form available in the forms section on the website of Beykoz University Institute of Graduate Programmes, obtain the necessary signatures, and submit it to the Institute.
- **Required document to be submitted for the project:**
- Project Topic Change Form  
<https://www.beykoz.edu.tr/icerik/5353-proje-formlari>
- **Required document to be submitted for the thesis:**
- Thesis Topic Change Form  
<https://www.beykoz.edu.tr/icerik/5350-tez-formlari>

## CRITERIA REQUIRED FOR THE SUCCESSFUL COMPLETION OF THESIS-I COURSE

- The research topic must be clearly and feasibly selected,
- The topic selection form must have been 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 have been determined,
- The thesis proposal (research model, method, data collection process, etc.) must have been prepared in academic format,
- **At least three (3)** formal meetings must have been held with the advisor faculty member during the semester (It is important that these meetings are documented by e-mail, Zoom records, or written signature records.)

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## TERM PROJECT / THESIS WRITING GUIDELINES

- The student must prepare the term project and thesis in accordance with the format specified in the Thesis/Project Formatting Compliance (Writing) Guidelines available on the website of the Institute.

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

## CRITERIA REQUIRED FOR THE SUCCESSFUL COMPLETION OF THE TERM PROJECT

- The advisor and the student must have held at least **three formal meetings**. The meetings must be documented by e-mail, Zoom records, or written signature records.
- Required documents such as the Topic Selection Form must have been submitted at the beginning of the semester in accordance with the dates specified in the academic calendar.
- The final submission must have been completed within the period specified in the academic calendar with all required documents.
- The project must have been prepared in accordance with the Beykoz University Project Formatting Compliance (Writing) Guidelines.
- The cover page, abstract, table of contents, and references sections must be complete.
- The citation system must have been used correctly and consistently.
- The plagiarism rate must be below the accepted limit.
- The study must comply with the “minimum **5000** words” requirement.
- The problem statement must be clear and precise.
- Sufficient and up-to-date academic sources must have been used in the literature review section.
- The methodology section must be written clearly and comprehensibly.
- The findings and conclusion section must have logical coherence.
- The study must be prepared in accordance with spelling and grammar rules.

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### Grading:

- If the student taking the Thesis I course meets the Thesis I criteria at the end of the semester, the grade should be entered as successful (BI). If the student does not possess the required competencies, a failing grade (BZ) should be entered.
- Only BI or BZ grades are entered for Thesis I. (If a student who fails Thesis I wishes to continue in the following semester, the student must retake Thesis I.)
- If the student successfully defends the thesis after taking the Thesis II course, the grade should be entered as successful (BI); if unsuccessful, it should be entered as unsuccessful (BZ).
- If the student taking the Thesis II course does not attend the defense and will continue the thesis in the following semester, the grade should be entered in the system as In-Progress (DM).
- For students who attend the thesis defense examination and receive a revision decision with additional time granted by the thesis jury, the grade TD (Thesis Revision) should be entered. At the end of the revision period, if the student is successful the grade should be entered as successful (BI); if unsuccessful it should be entered as unsuccessful (BZ).

### **ETHICS COMMITTEE**

- If the term project or thesis involves the use of surveys, scales, biological materials, observational, qualitative or quantitative data, or any form of intervention, an ethics committee decision must be obtained; additionally, the ethics committee application form available on the university website, completed and signed by the advisor, must be submitted to the Institute.
- Ethics committee applications must be submitted in a timely manner before the research process begins and in accordance with the specified schedule. No data collection, implementation, or field research may be initiated for any study that has not received ethics committee approval; such actions are contrary to ethical principles and academic rules.
- The Scientific Research and Publication Ethics Forms can be accessed through the university website.

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

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## SUBMISSION OF THE TERM PROJECT TO THE INSTITUTE

- The student must submit the term project to the advisor on the dates specified in the academic calendar, in accordance with the formatting compliance guidelines and similarity check principles. The advisor evaluates the project and submits to the Institute, together with the approval form, one electronic copy of the project or report on a CD or USB (in PDF and Word formats) by the deadline specified in the academic calendar for the student who has completed the project. Projects are evaluated by the advisor as either successful or unsuccessful.
- The documents to be used for project submission can be accessed on the Institute's website (*Master's Term Project Similarity Report, Master's Term Project Evaluation Format*)

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

- Master's students in Clinical Psychology are required to prepare their projects in accordance with the rules set out in the "[Clinical Psychology Master's Term Project Formatting Compliance \(Writing\) Guidelines](#)".

## ENTRY OF TERM PROJECT GRADES

- Term project grades must be entered through the OIS system by the date specified in the academic calendar. If the student is successful in the term project, BI must be assigned; if unsuccessful, BZ must be assigned.

## THESIS DEFENSE

- The thesis defense examination must be conducted face-to-face between the dates specified in the academic calendar by the jury determined by the thesis advisor.
- The thesis defense week is indicated in the academic calendar. After determining the thesis defense date in consultation with the advisor, the student must contact the Institute and submit the relevant thesis forms to the Institute (*Thesis Advisor Approval and Jury Member Selection Form, Thesis Jury Submission and Defense Date Form, Master's Thesis Similarity Report*).

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- After defending the thesis on the day of the defense, the student must have the required documents signed by the thesis advisor and the other jury members present at the defense and submit the documents to the Institute (*Thesis Defense Minutes, Thesis Evaluation Form, Master's Thesis Approval Document, Thesis Formatting Compliance Form*).
- If the student does not receive a revision decision after the thesis defense, the Institute informs the student of the procedures to be completed and the documents to be submitted in order to graduate.
- If the student does not receive a revision decision after the thesis defense, the Institute informs the student of the procedures to be completed and the documents to be submitted in order to graduate.

## ENTERING THESIS COURSE GRADES

1. If the student is taking the **Thesis I** course and will continue the thesis in the following semester, the grade should be entered as **successful (BI)**.
2. If the student is taking the **Thesis II** course and will continue the thesis in the following semester, the grade should be entered as **In-Progress (DM)**. (In other words, even if the student is successful while taking the **Thesis II** course, the grade should be entered as **DM** because the student continues the thesis until the semester in which the thesis defense will take place.
3. If the student is taking the **Thesis II** course and is successful after the thesis defense, the grade should be entered as **successful (BI)**.
4. If the student is taking the **Thesis II** course and is unsuccessful after the thesis defense, the grade should be entered as **unsuccessful (BZ)**.
5. If the student enters the thesis defense and receives a three-month extension, **no grade should be entered** until the next defense. The thesis grade should be entered after the second defense.

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## THESIS SUBMISSION

- Provided that the student is successful in the thesis defense and fulfills the other requirements for graduation determined by the Senate;
- The Master's Thesis Formatting Compliance Form must be completed by the advisor and submitted to the Institute with a wet signature. Subsequently, the student must submit to the relevant Institute within one month from the date of the thesis defense three bound copies of the master's thesis, three thesis publication permission forms, and two electronic copies on CD or USB (in PDF and Word formats, saved with the thesis reference number specified in the thesis publication and permission form). The relevant forms are available on the Institute's website.
- No personal information belonging to the student, advisor, or jury members (such as telephone numbers, email addresses, Turkish ID numbers, wet signatures, etc.) must appear in any part of the printed theses.

## PLAGIARISM

- In order for the master's term project or master's thesis to be evaluated by the advisor and/or jury members outside the scope of similarity, according to the report obtained after the reporting process carried out by the similarity detection program, the similarity rate indicated in the report must not exceed 20% excluding quotations, 30% including quotations, and 2% from a single source.
- The same limits are accepted for the AI similarity rate.
- All responsibility regarding the similarity rate belongs to the student. Master's term projects or master's theses that do not meet these rates cannot be submitted for presentation, defense, or evaluation before the jury. However, in exceptional cases required by the nature of the thesis or term project field, with the justified opinion of the advisor, the similarity rate may be accepted provided that it does not exceed 22% excluding quotations, 33% including quotations, and 3% from a single source.

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## GRADUATION

- The graduation process is initiated for students who have successfully completed all courses, whose plagiarism report does not exceed the similarity limits, and who have submitted all required thesis or term project documents to the Institute in full.
- Students must contact the Student Affairs Office regarding the diploma process.

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