TRANSFER TO A NON-THESIS MASTER'S DEGREE PROGRAMME

Students who wish to transfer to a non-thesis master's degree programme shall write a petition with her academic advisor within the period allowed for transfer between the master's degree programmes indicated in the academic calendar, no later than the beginning of the third term, and submit the request form to the Head of Department.

EDMS.

Student's application for transfer to a non-thesis master's programme will be reviewed by the Institute
Administrative Board. If the student's request is approved by the Board, the time to be granted to the student to meet the programme requirements shall be determined according to the number of courses that remain to be completed. Students who still have up to four courses and a project course to be completed will be allowed "two" terms to complete these courses.

Over the list price of the applied program in the relevant academic year, 10% discount is provided per course, not exceeding 70% in total for the courses adapted.

STEP II ----- STEP III ----- STEP IV ----- STEP V

If deemed appropriate by the Head of Department, student's request will be forwarded to the Institute via

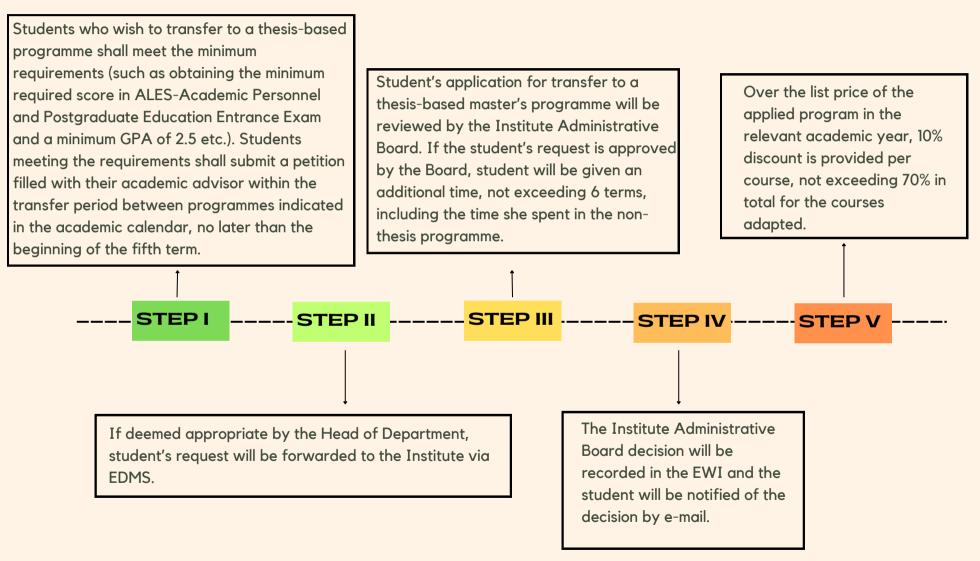
Board decision will be

recorded in the EWI and the student shall be notified of

the decision by e-mail.

- Note 1: The student will be given a new student number due to the programme change.
- Note 2: Transfer between Thesis-Based and Non-Thesis Programmes is allowed only once during the studies.
- Note 3: In terms of compatibility with the curriculum of the new programme, the transfer of credits and courses will be decided according to the course content, not the number of courses.

TRANSFER OF A THESIS-BASED MASTER'S DEGREE PROGRAMME



- Note 1: The student will be given a new student number due to the programme change.
- Note 2: Transfer between Thesis-Based and Non-Thesis Programmes is allowed only once during the studies.
- Note 3: In terms of compatibility with the curriculum the new programme, the transfer of credits and courses will be decided according to the course content, not the number of courses.

TRANSFER TO A DIFFERENT PROGRAMME I

.Students who have successfully completed at least one term in a graduate programme at Altınbaş University or in another university may apply for a transfer to a different graduate programme within the application period specified in the academic calendar.

The form shall be sent to the Institute via FDMS.

Over the list price of the applied program in the relevant academic year, 10% discount is provided per course, not exceeding 70% in total for the courses adapted.

----STEPI -----STEPII

STEP III -

TEP IV ----- STEI

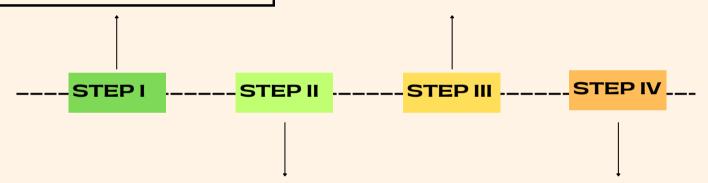
On the condition that the student submits the required application documents (ie., transcript, ALES, GPA, foreign language proficiency certificate etc.) within the application period, the Head of Department shall decide which of the course requirements in the new programme the student will be exempted from, the period of time the student will be granted to complete the transfer requirements, determine the credit equivalence, and fill out and approve the form.

Following the approval, the courses and credits previously taken by the student shall be adjusted to the new programme after the Institute Administrative Board's decision.

TRANSFER TO A DIFFERENT PROGRAMME II

Post-bachelor's students who are admitted to a doctoral programmes must submit a request letter to the Office of the Department Head in order to be allowed to transfer to a master's degree programme.

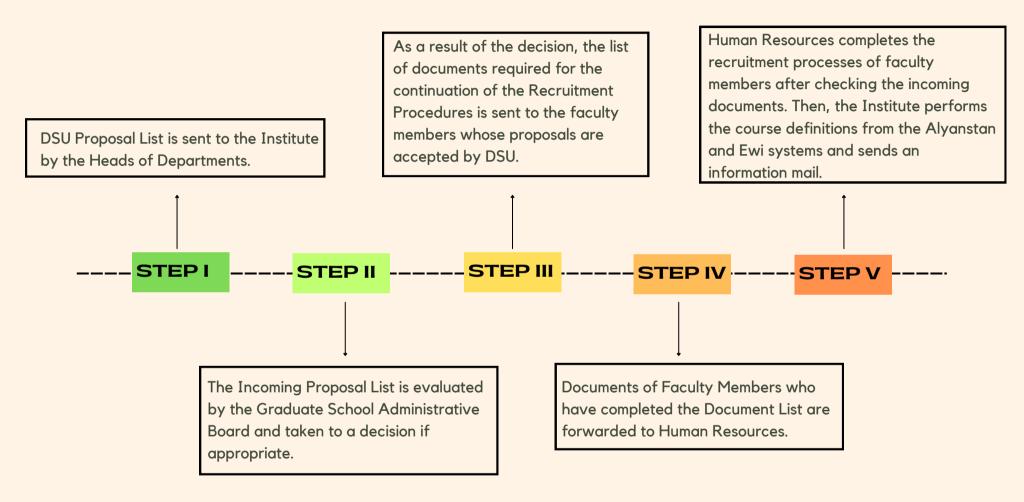
Following the approval, the courses and credits previously taken by the student shall be adjusted to the new programme after the decision of the Institute Administrative Board.



If the student's transfer request is approved by the Head of Department, the student's form shall be sent to the Institute via EDMS.

Over the list price of the applied program in the relevant academic year, 10% discount is provided per course, not exceeding 70% in total for the courses adapted.

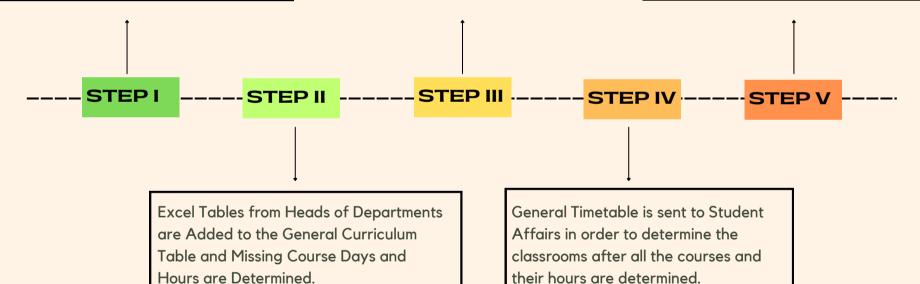
DSU PROCESSES



Note 1: In order for the faculty members working at another university to be active in the systems, a cover letter must be received from the institution they work through EBYS.

COURSE PROCESSES TO BE OPENED IN THE NEW TERM

The Excel Table of the Courses to be Offered 1.5 Months Before the Opening of the New Term is sent to the Heads of the Departments. An e-mail is sent to the Head of the Related Department for the Completion of the Defined Missing Course Days and Hours. After the day, hour and classroom information of all the courses to be opened are completed, they are opened on the Ewi system and shared with the students as an announcement on the e-mail and the Institute website.



Note 1: The Excel Table of Courses to be Delivered Sent Within 1.5 Months, the Presidents of the USA are reminded by an e-mail every week.

THESIS AND GRADUATION PROCESSES

The Thesis is Uploaded to the Thesis Management System by Checking the Last Upload Date in the Academic Calendar. 2 Copies of the Bound Thesis, CD containing the most current version of the Thesis, Word and PDF File, and Thesis Form are delivered to the Institute.

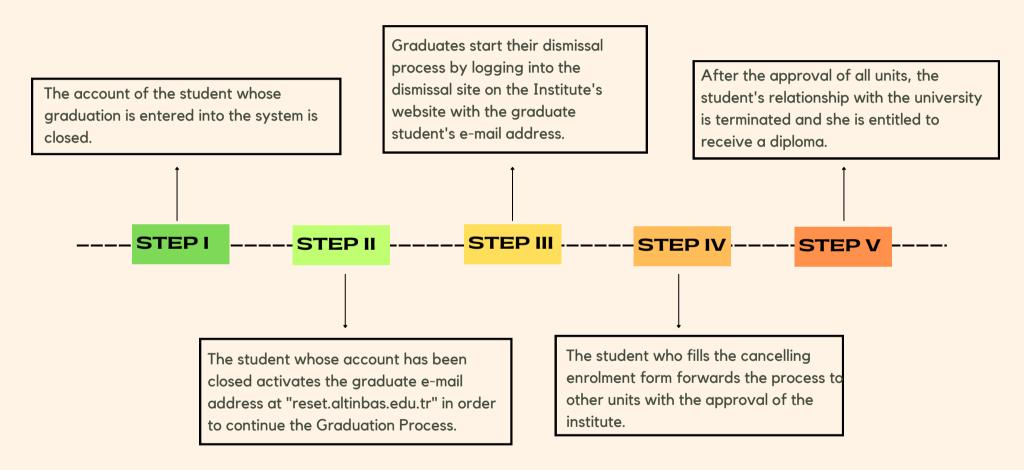
The transcript of the student who has a graduation decision is checked and graduated by the Registrar's Office in the system. The graduation information of the student is forwarded to the relevant unit.

The thesis uplesded to the Thesis

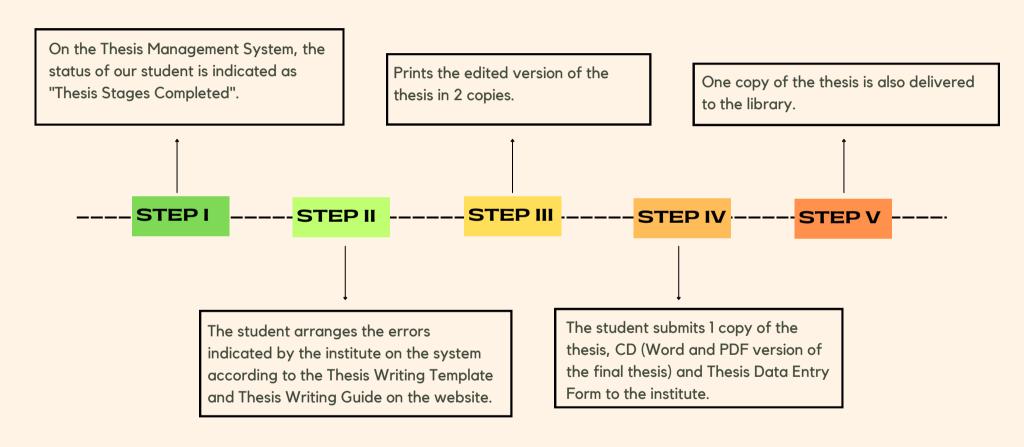
After the thesis submission, all the

The thesis uploaded to the Thesis Management System becomes bound after passing all the stages in accordance with the rules. After the thesis submission, all the documents of the student are checked and a graduation decision is taken by the Registry.

POST-GRADUATION PROCESSES

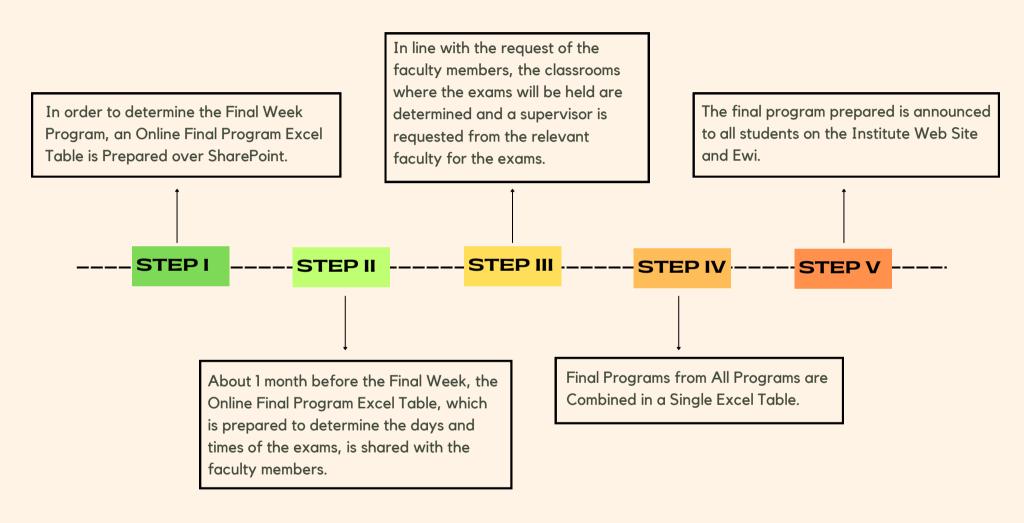


THESIS SUBMISSION PROCESSES



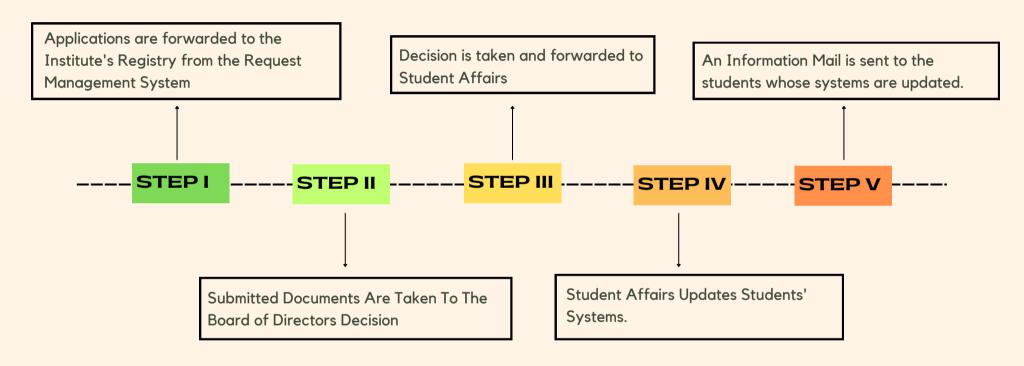
Note 1: After the dismissal process, the original diploma is taken from the Bachelor Degree Student Affairs approximately 2 months later.

FINAL EXAMS PROCESS

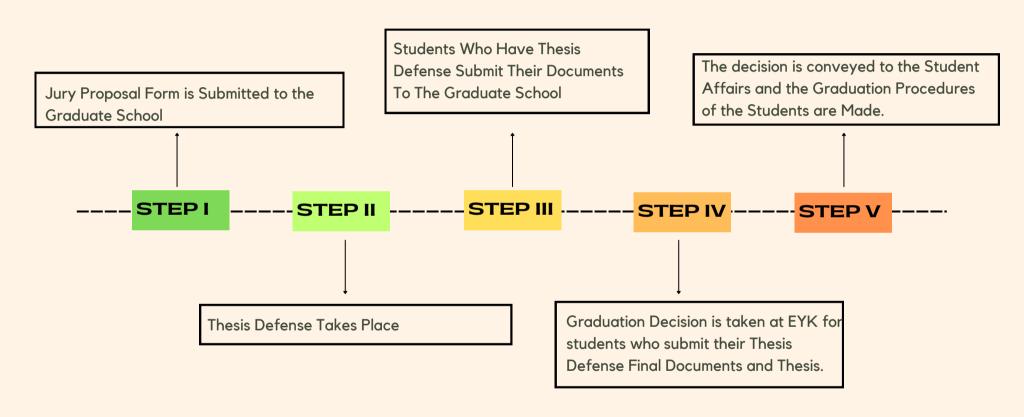


Note 1: The Online Final Program Excel Sheet sent is reminded to the faculty members by an e-mail every week within 1 month.

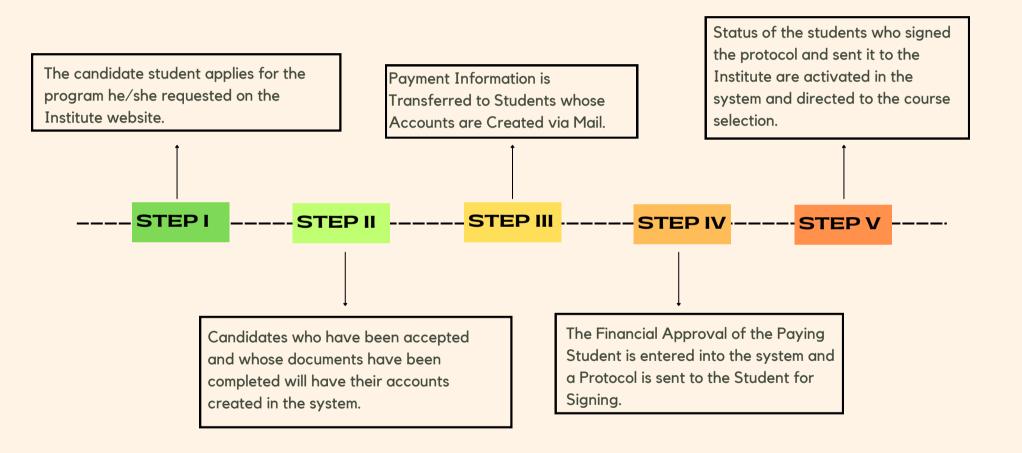
REQUEST MANAGEMENT SYSTEM PROCESSES



THESIS MANAGEMENT SYSTEM PROCESSES



CANDIDATE STUDENT REGISTRATION PROCESSES



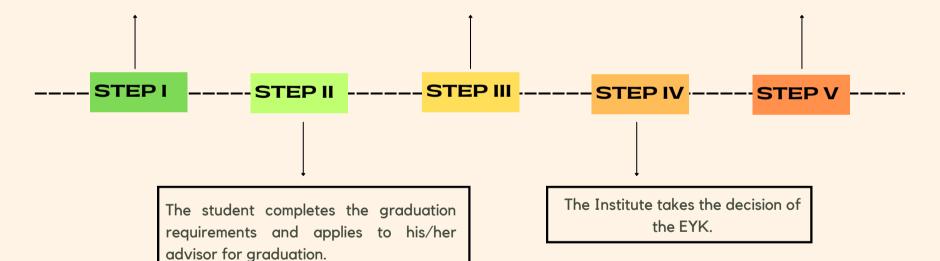
Note 1: The documents that the student must complete while registering are detailed on the Institute's Website.

TERM PROJECT DELIVERY PROCESSES

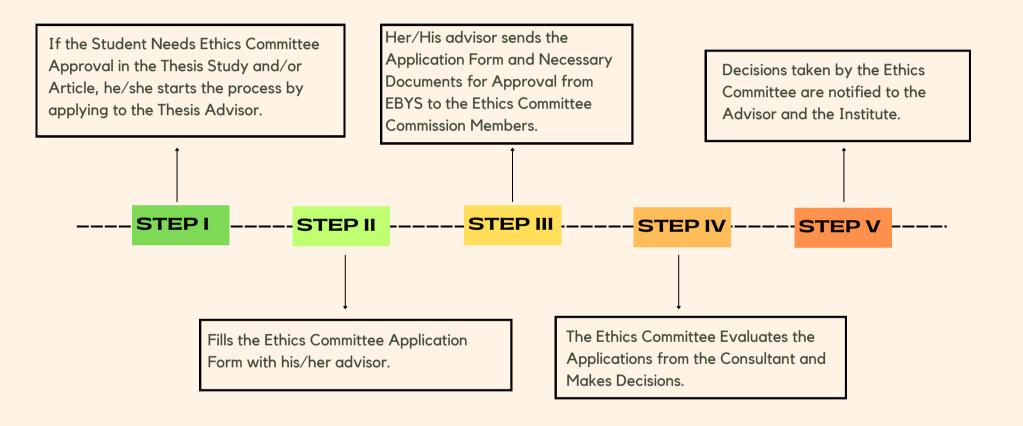
At the end of each semester, the advisor delivers the Turnitin Report and the CD of the project to the institute in the exam envelope.

After the consultant provides the necessary controls, she/he sends a petition to the institute for Graduation Procedures.

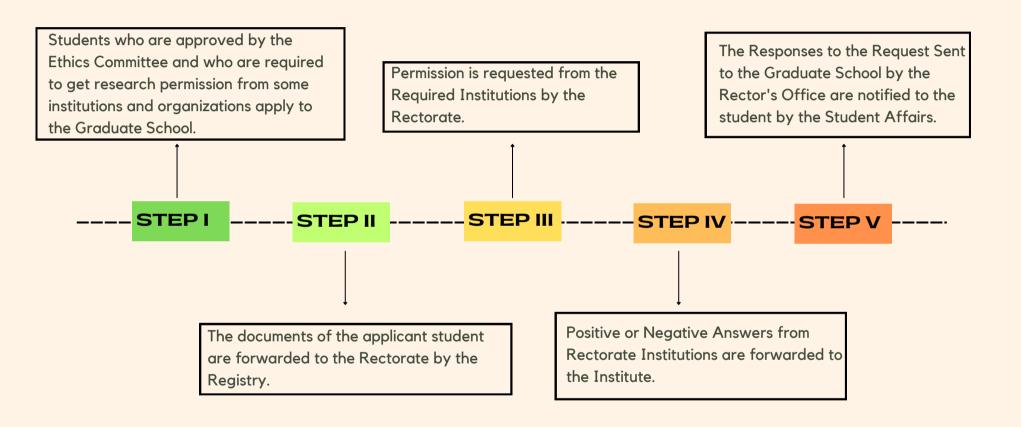
After the decision is approved and sent to the Registrar's Office, the Graduation Procedures of the student are carried out.



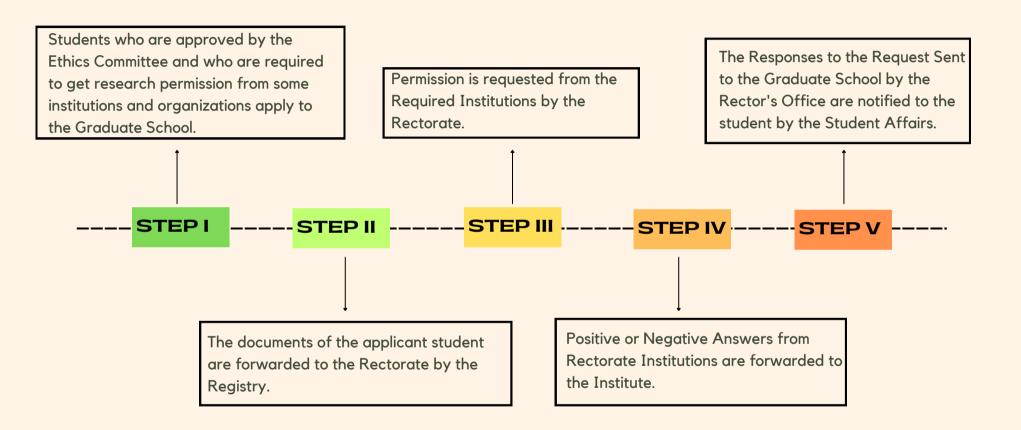
ETHICS COMMITTEE PROCESSES I



ETHICS COMMITTEE PROCESSES II



EXAM ENVELOPE PROCESSES



PETITION PROCESSES

