

# 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.

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 I**

**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 EDMS.

The Institute Administrative 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

Students who wish to transfer to a thesis-based programme shall meet the minimum requirements (such as obtaining the minimum required score in ALES-Academic Personnel and Postgraduate Education Entrance Exam and a minimum GPA of 2.5 etc.). Students meeting the requirements shall submit a petition filled with their academic advisor within the transfer period between programmes indicated in the academic calendar, no later than the beginning of the fifth term.

Student's application for transfer to a thesis-based master's programme will be reviewed by the Institute Administrative Board. If the student's request is approved by the Board, student will be given an additional time, not exceeding 6 terms, including the time she spent in the non-thesis programme.

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 I**

**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 EDMS.

The Institute Administrative Board decision will be recorded in the EWI and the student will 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 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 EDMS.

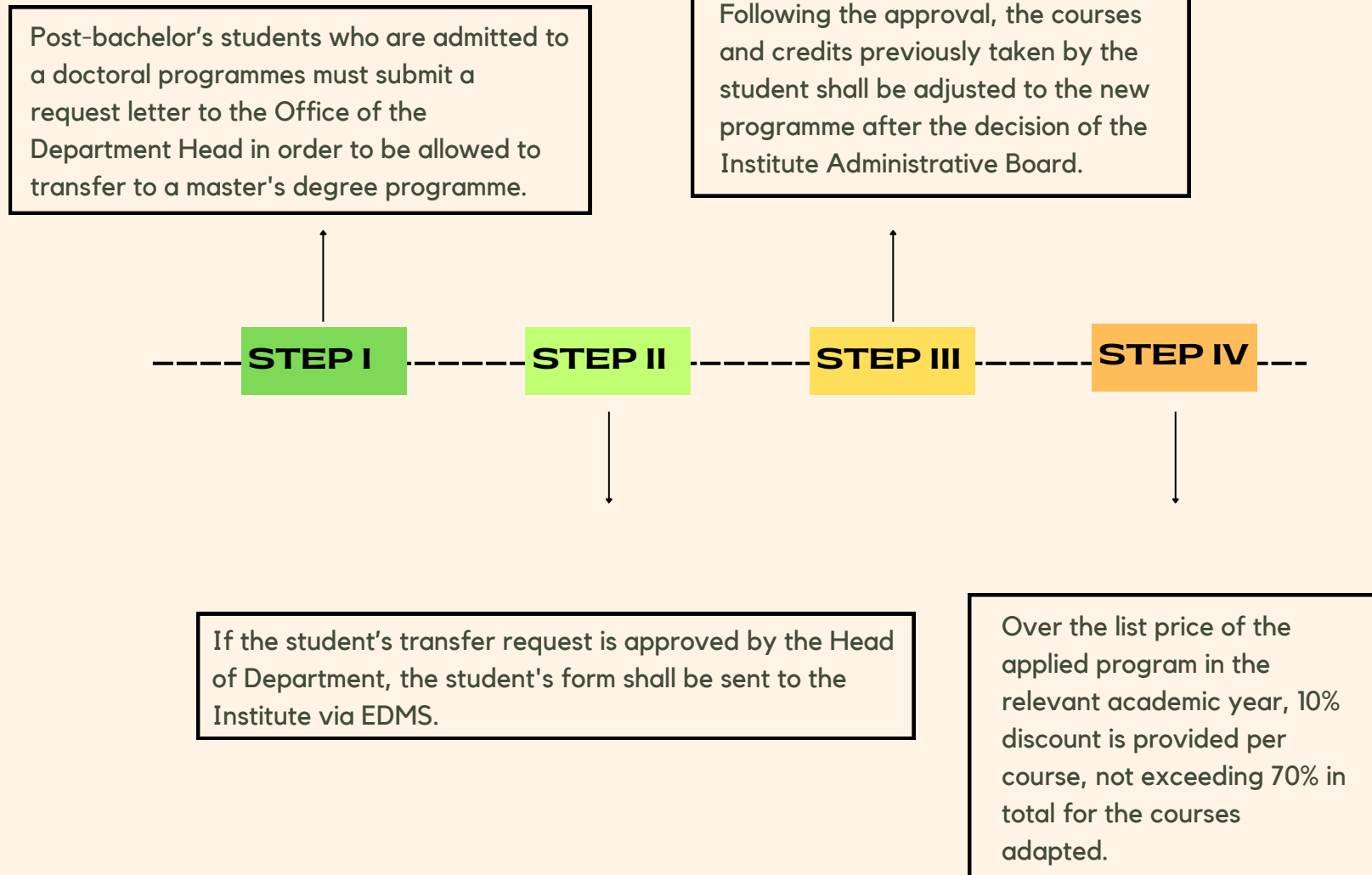
Over the list price of the applied program in the relevant academic year, 10% discount is provided per course, not exceeding 70% in total for the courses adapted.



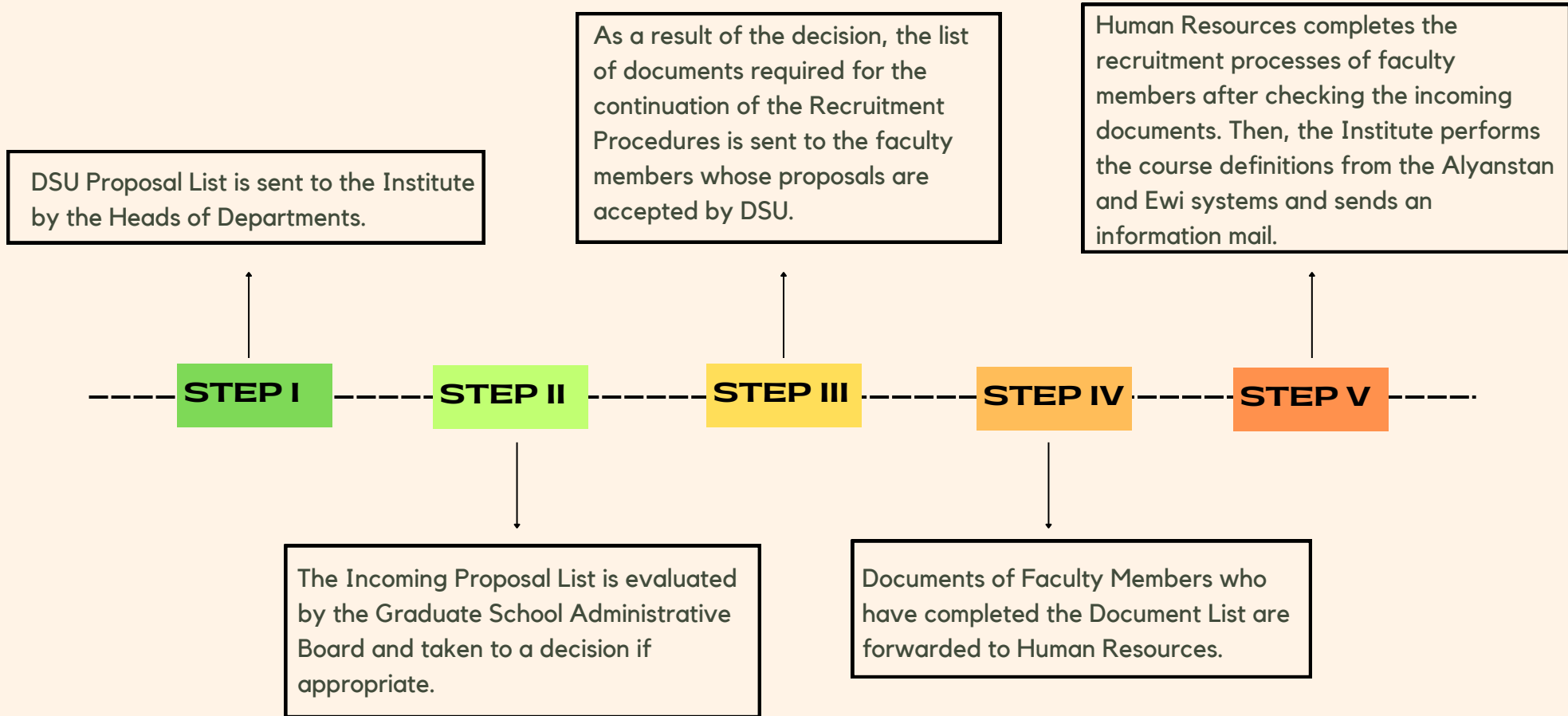
On the condition that the student submits the required application documents (ie., transcript, ALES, GPA, foreign language proficiency certificate etc.) within the application period, the Head of Department shall decide which of the course requirements in the new programme the student will be exempted 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

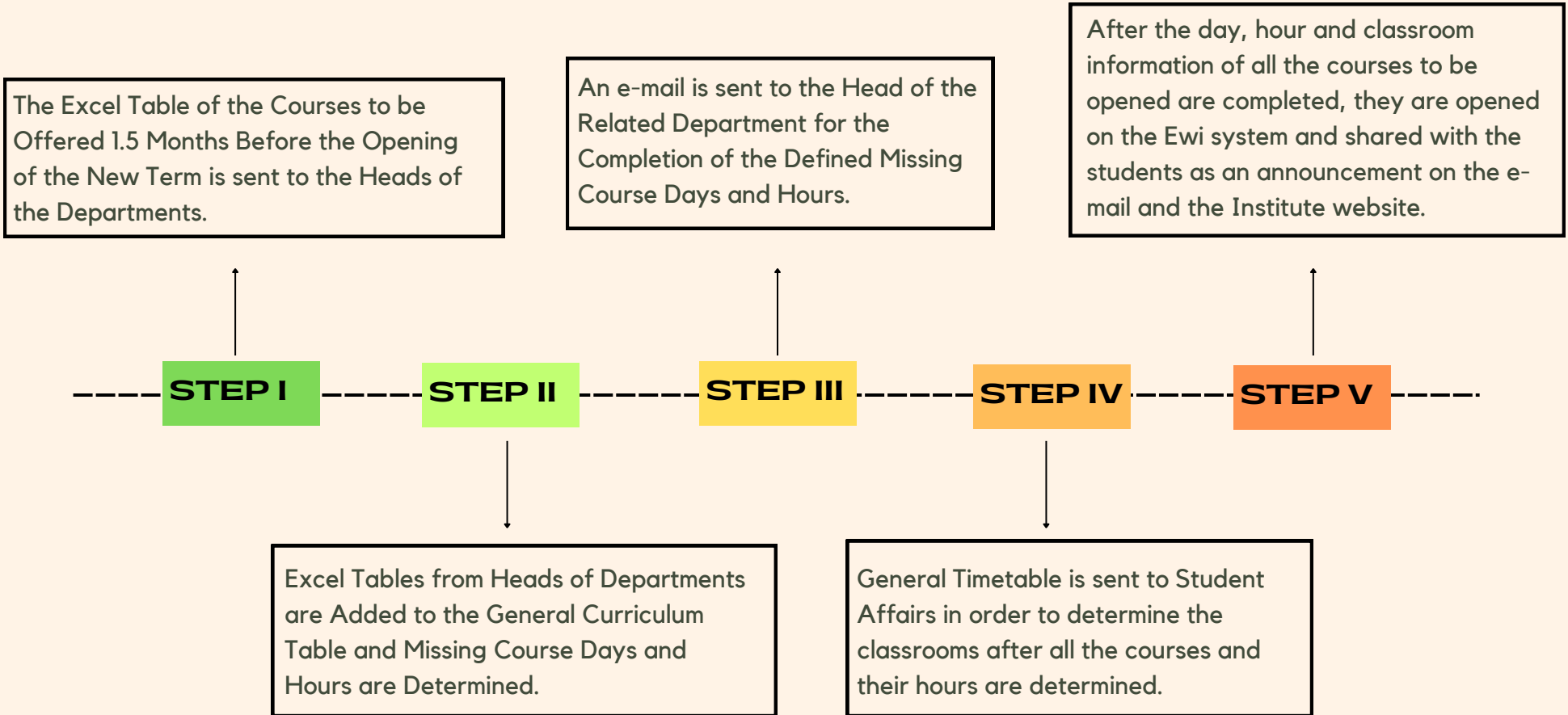


# DSU PROCESSES



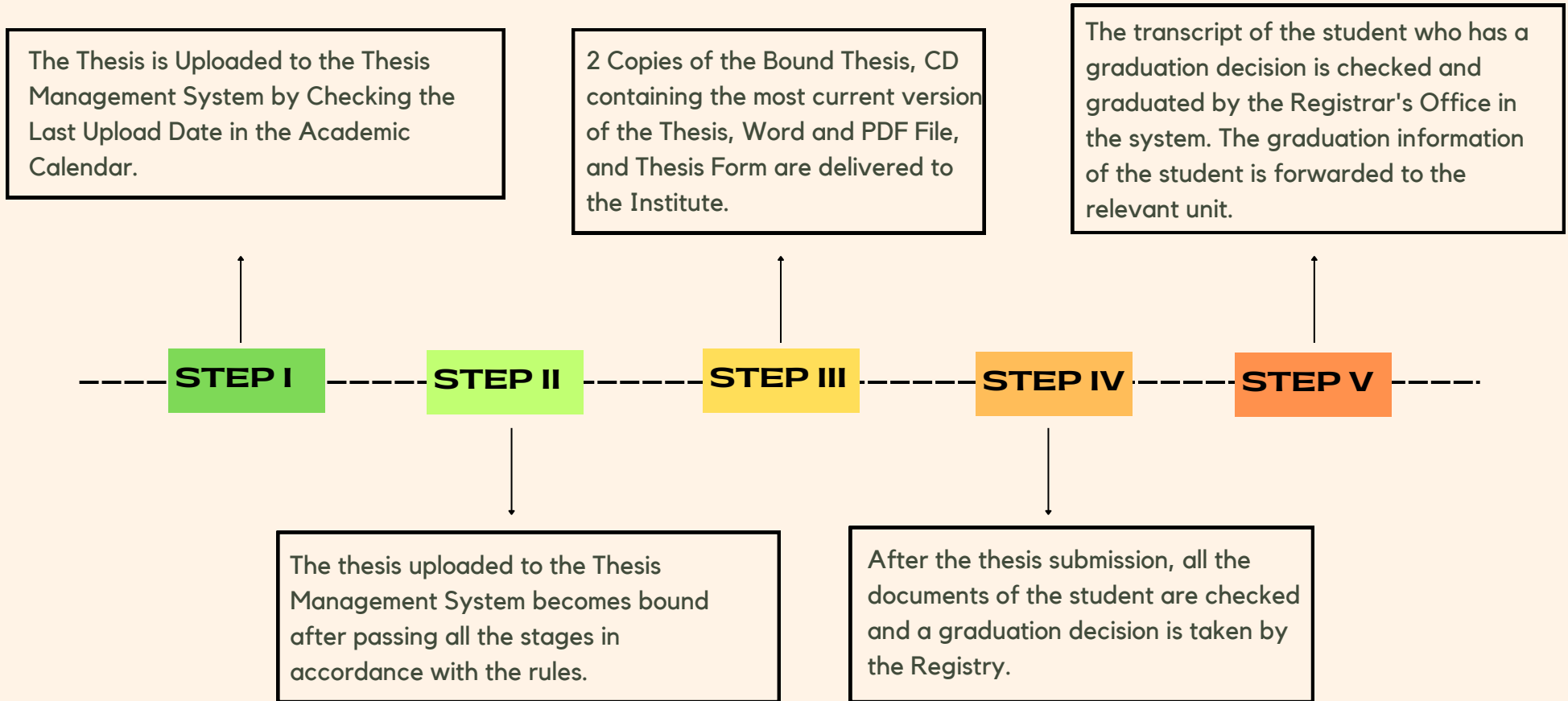
Note 1: In order for the faculty members working at another university to be active in the systems, a cover letter must be received from the institution they work through EBYS.

# COURSE PROCESSES TO BE OPENED IN THE NEW TERM

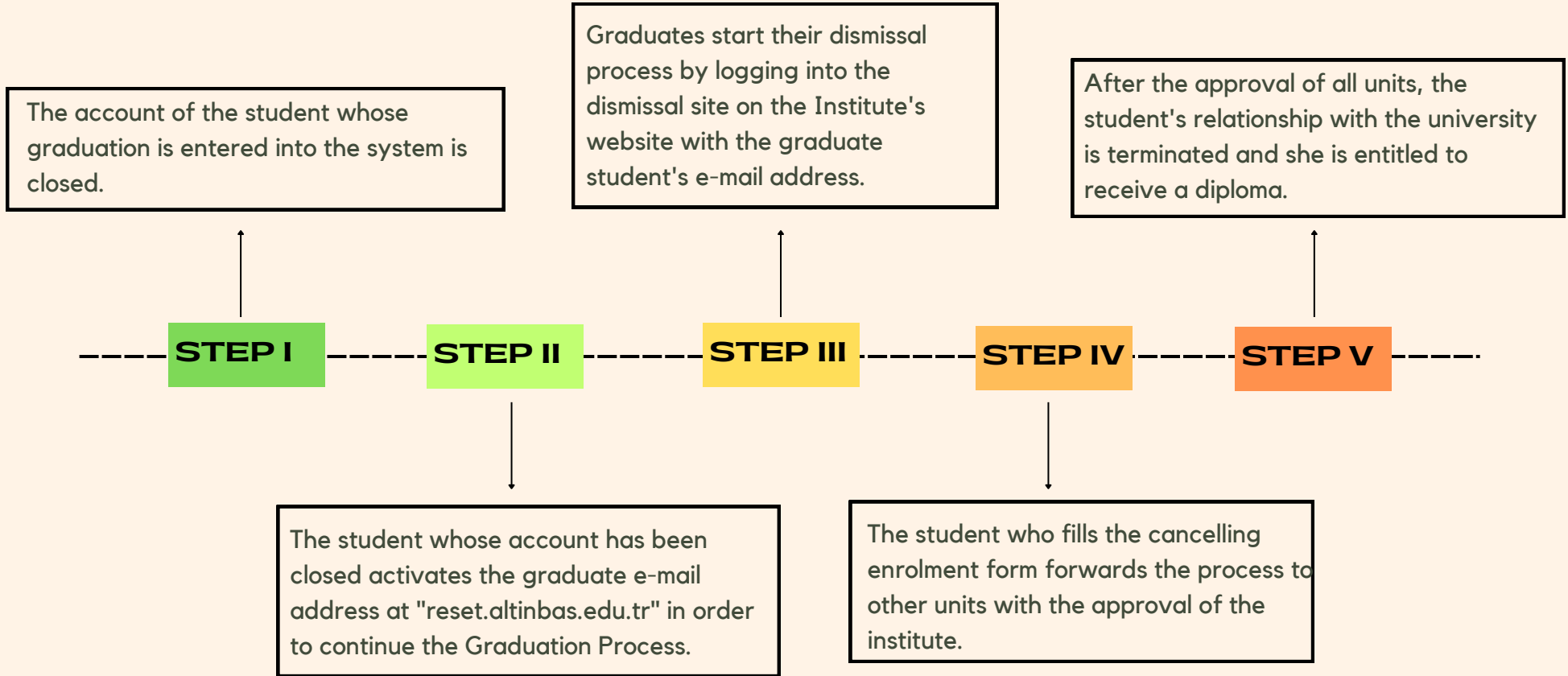


Note 1: The Excel Table of Courses to be Delivered Sent Within 1.5 Months, the Presidents of the USA are reminded by an e-mail every week.

# THESIS AND GRADUATION PROCESSES



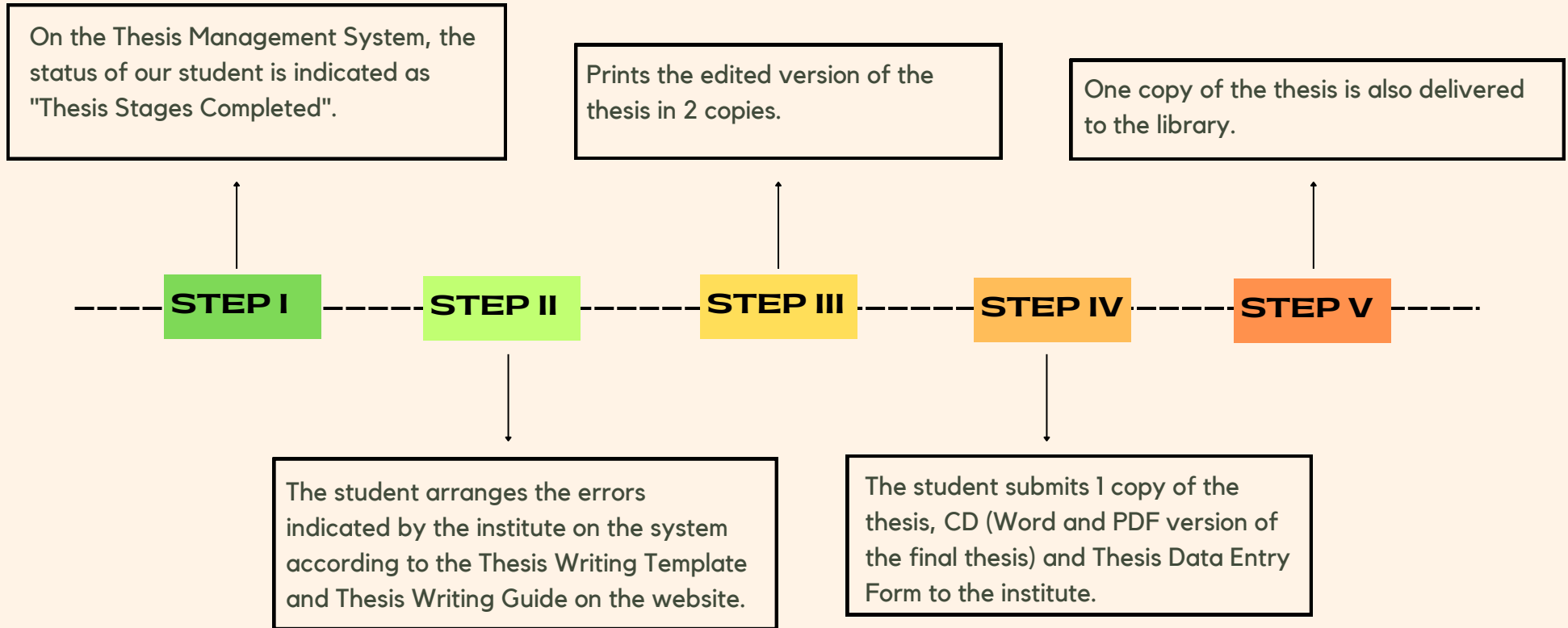
# POST-GRADUATION PROCESSES



Not 1 : İlişik Kesme İşlemlerinden Sonra Orjinal Diploma Yaklaşık 2 Ay Sonra Lisans Öğrenci İşlerinden Alınır.

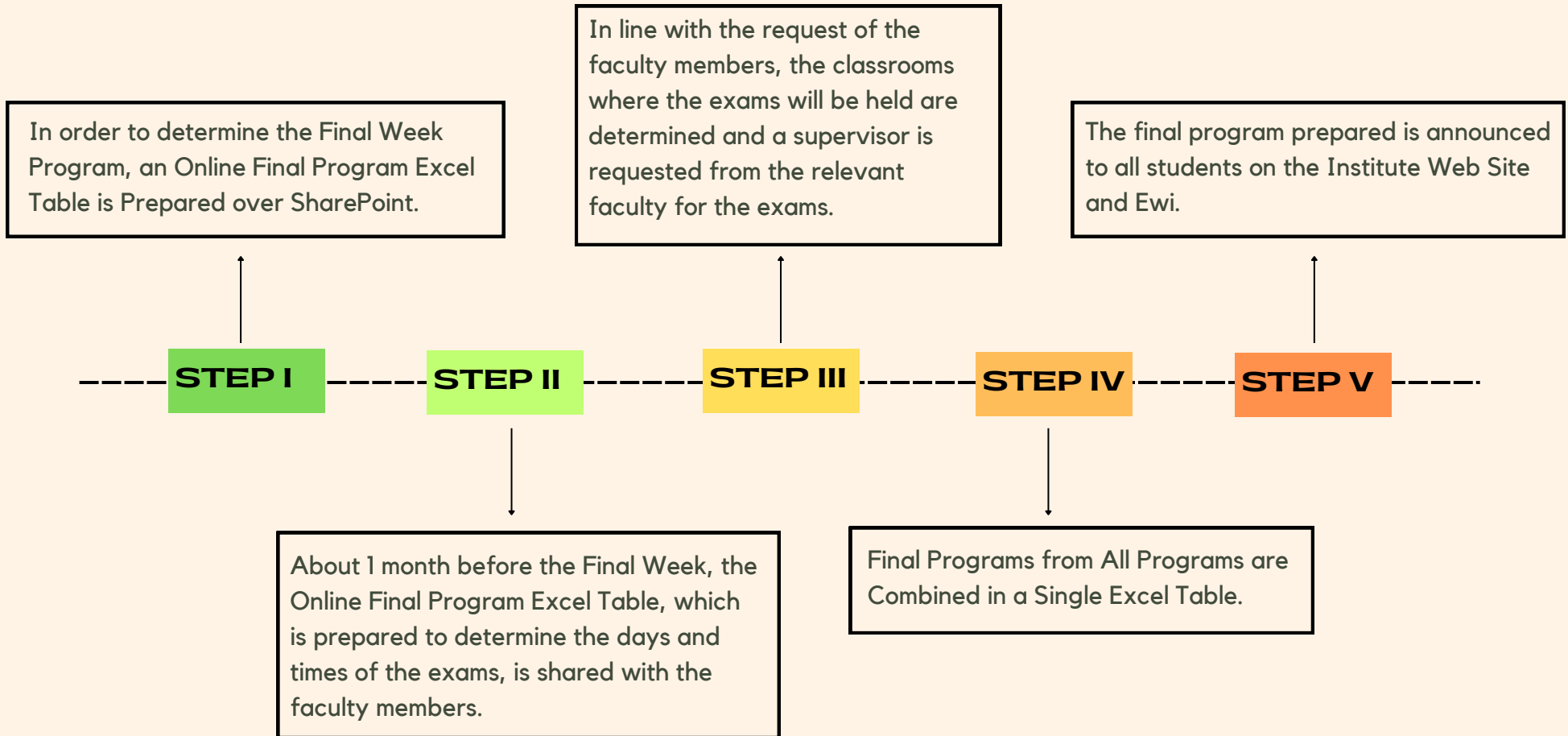


# THESIS SUBMISSION PROCESSES



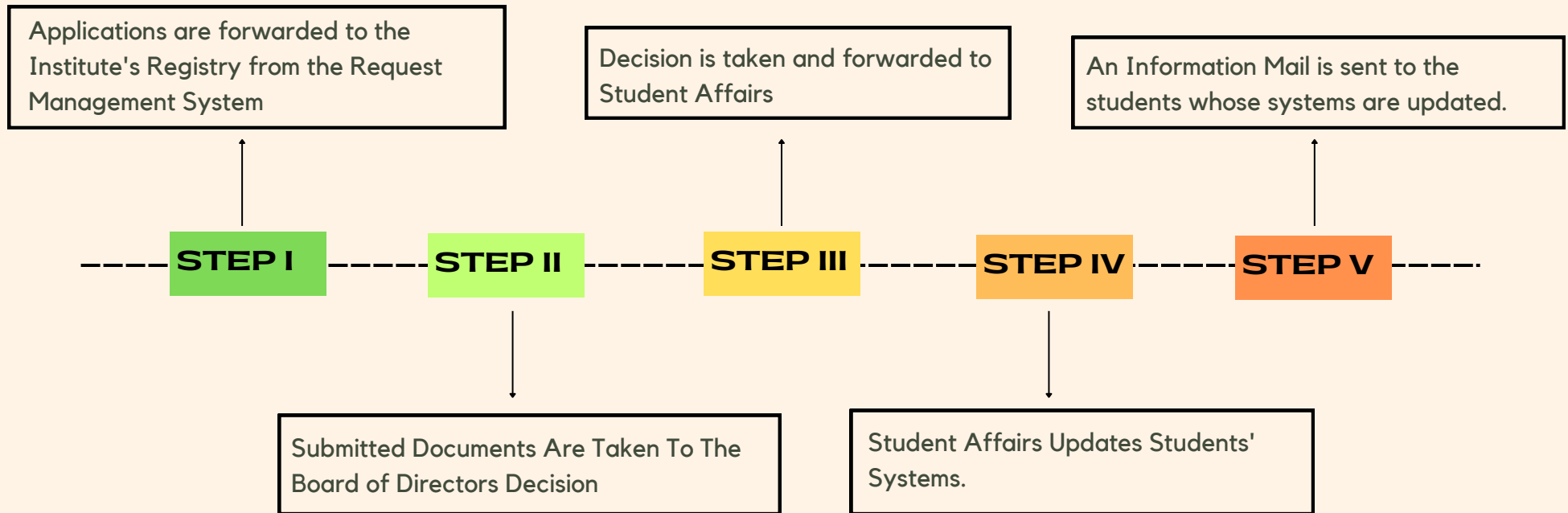
Note 1: After the dismissal process, the original diploma is taken from the Bachelor Degree Student Affairs approximately 2 months later.

# FINAL EXAMS PROCESS

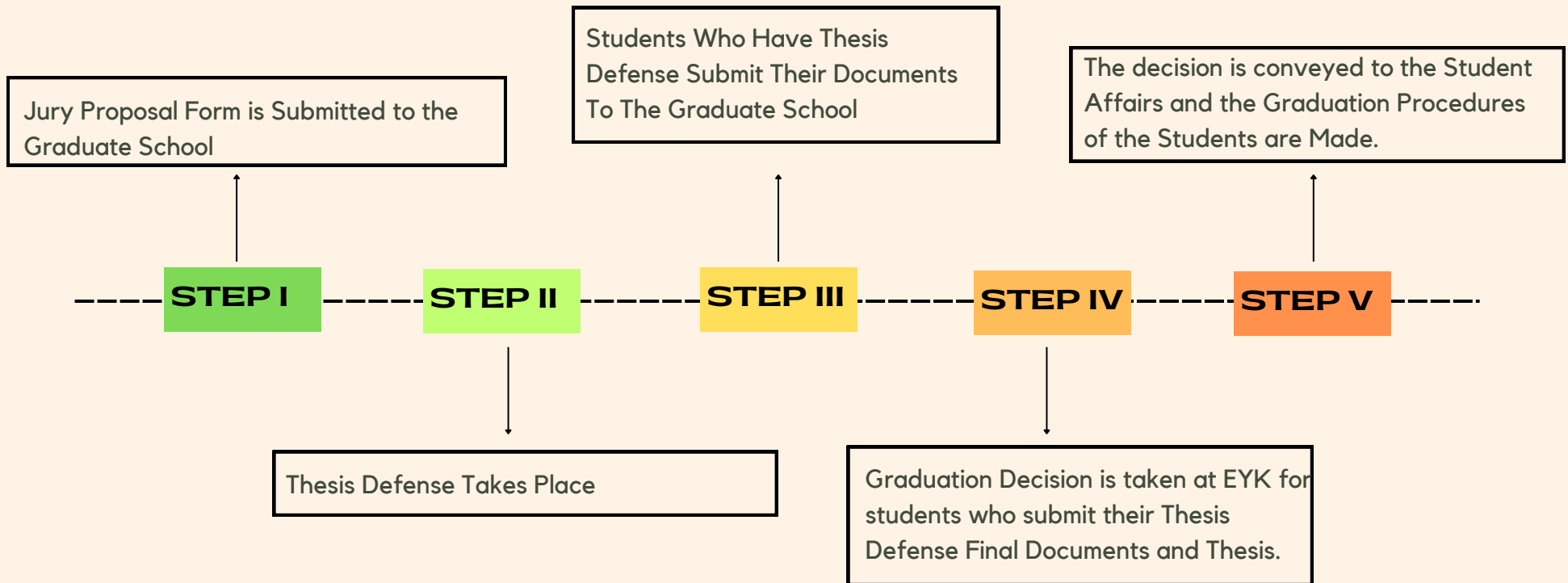


Note 1: The Online Final Program Excel Sheet sent is reminded to the faculty members by an e-mail every week within 1 month.

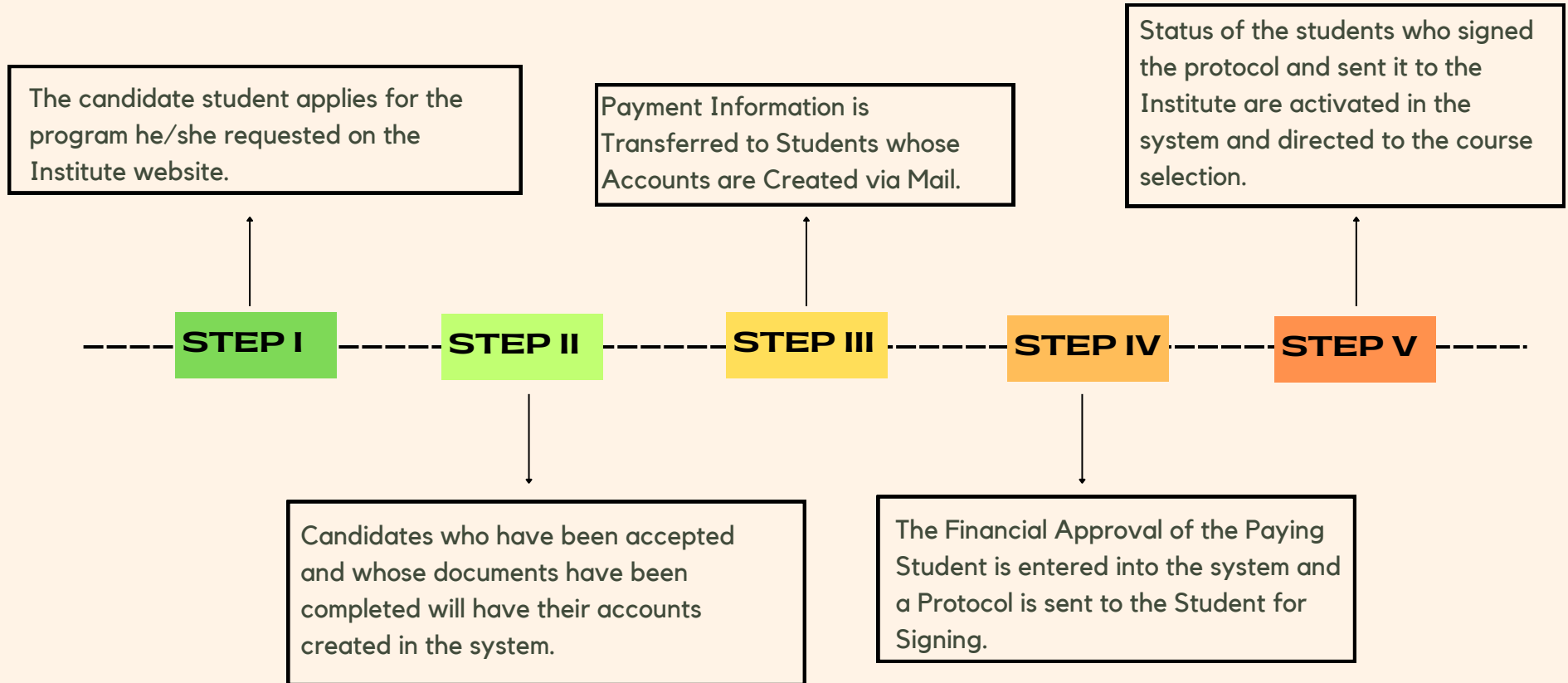
# REQUEST MANAGEMENT SYSTEM PROCESSES



# THESIS MANAGEMENT SYSTEM PROCESSES

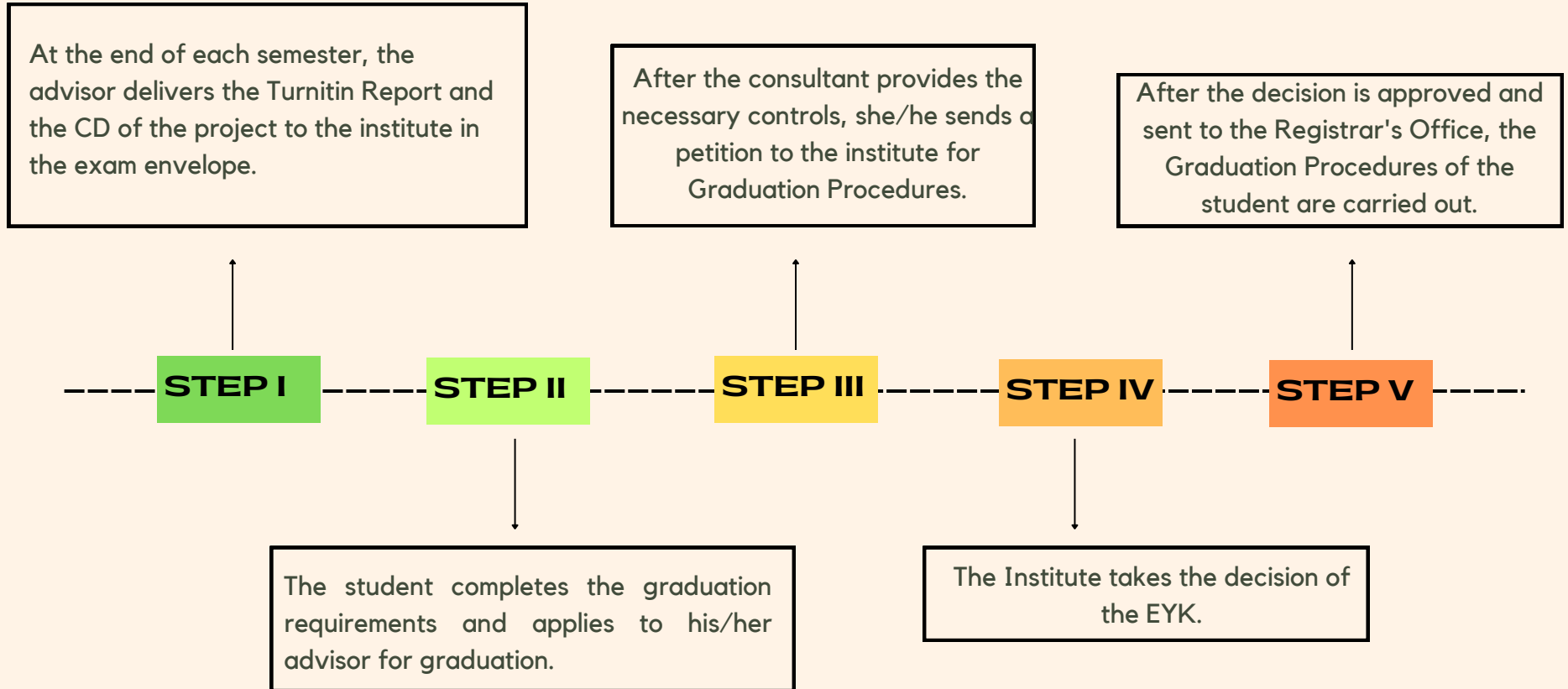


# CANDIDATE STUDENT REGISTRATION PROCESSES

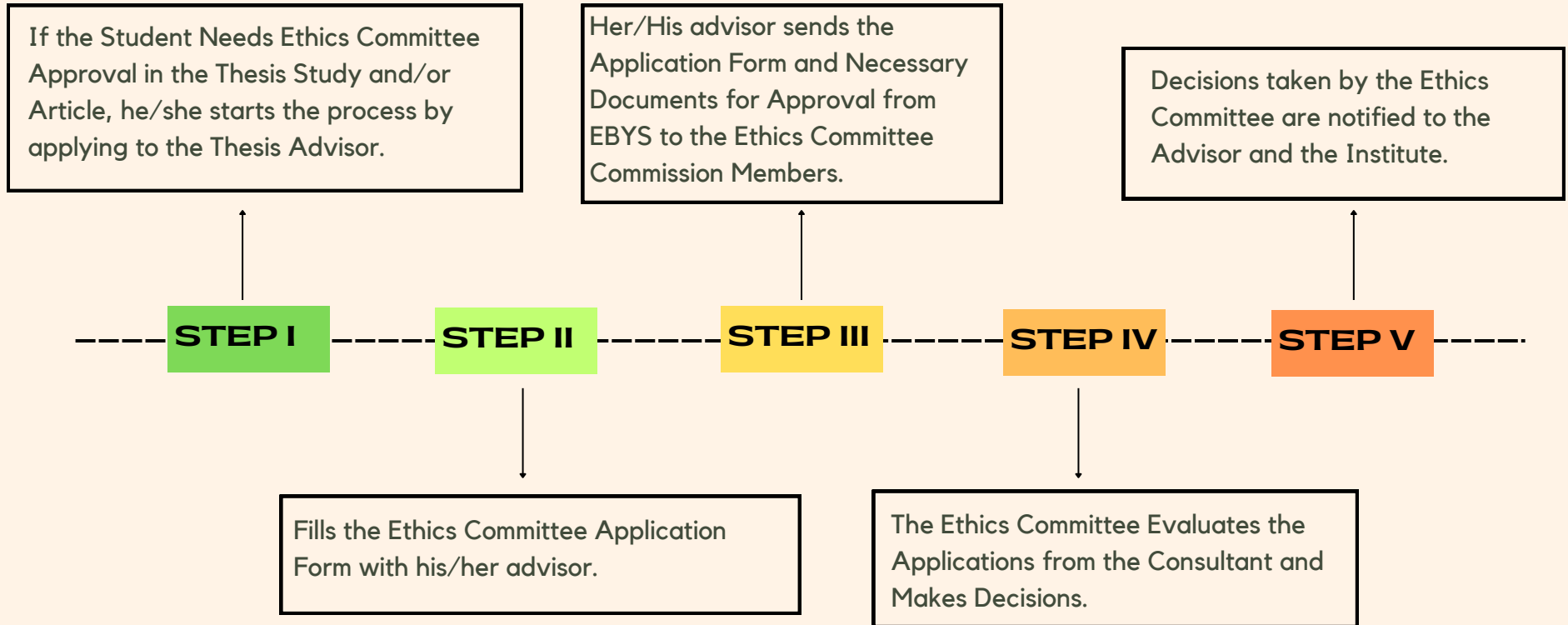


Note 1: The documents that the student must complete while registering are detailed on the Institute's Website.

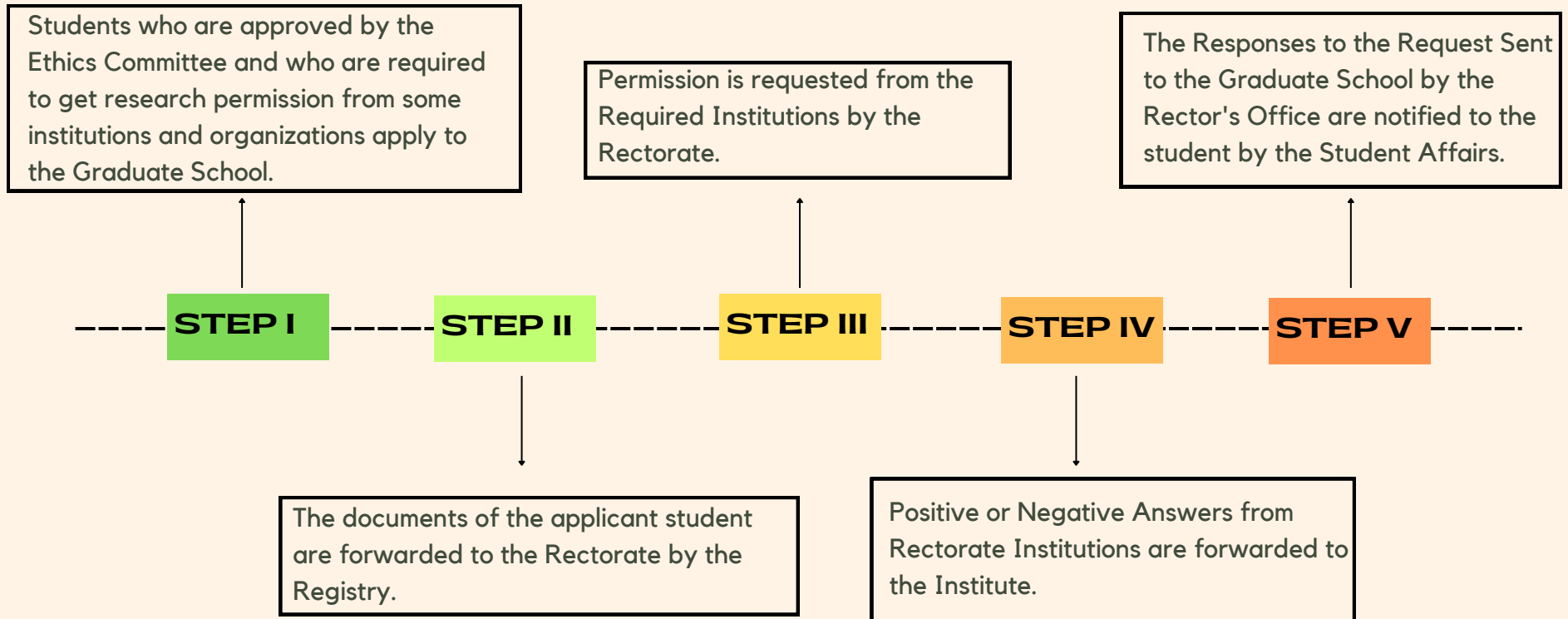
# TERM PROJECT DELIVERY PROCESSES



# ETHICS COMMITTEE PROCESSES I

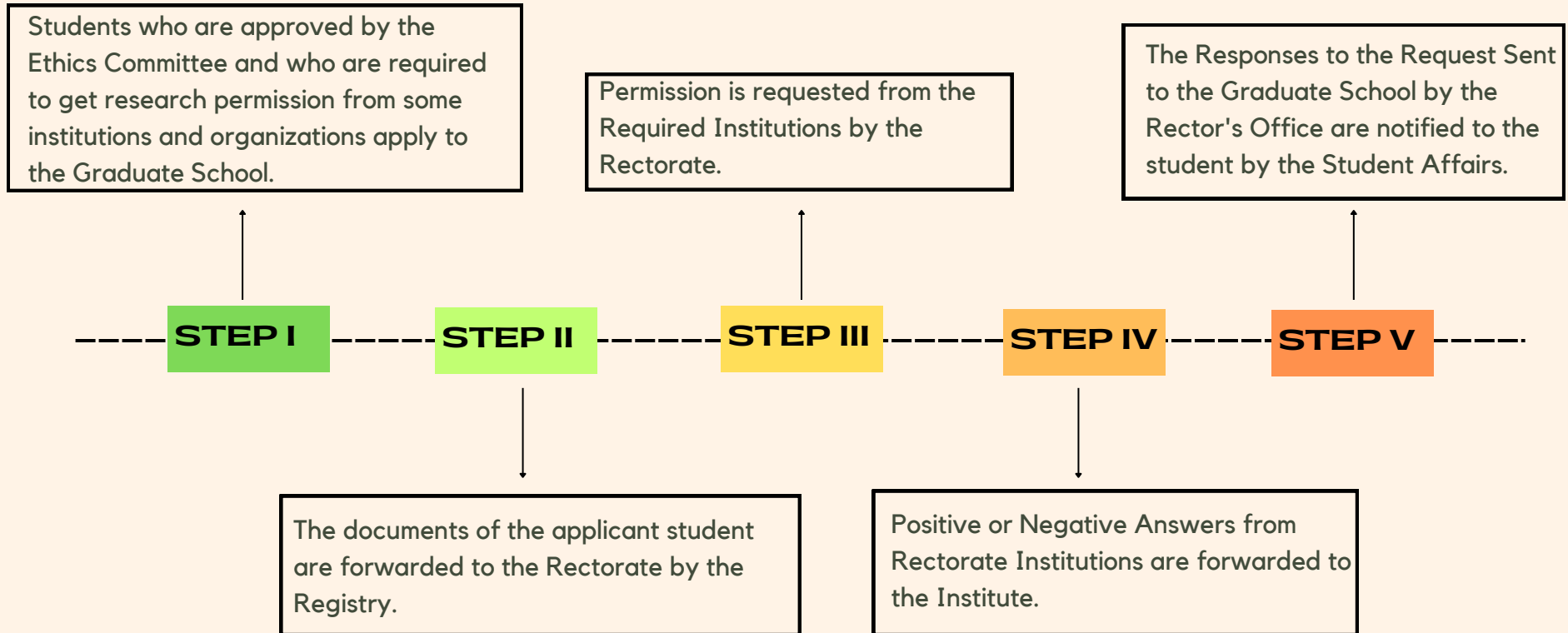


# ETHICS COMMITTEE PROCESSES II





# EXAM ENVELOPE PROCESSES



# PETITION PROCESSES

