**APPLICATION AND ADMISSION PROCESS**

* Candidates shall fill out the online pre-registration form on the website of Altınbaş University Institute of Graduate Studies within the specified application period and upload necessary documents to the online application system (<https://adayogrenci.altinbas.edu.tr/login> ).
* The suitability of the application documents uploaded by the candidates to the programme admission requirements (ie. ALES score and type, Foreign Language Proficiency Score etc.) will be controlled by the Institute. In case of any missing or incompatible documents, the candidates will be contacted and asked to provide required documents.
* Copies of candidate files will be sent by the Institute to the Graduate Programmes that require candidate to attend an interview and/or take an examination for admission.
* Interviews and exams will be planned by the Graduate Programmes and the Institute will be notified accordingly.
* The results of admission interviews and/or exams are reported to the Institute.
* The Institute will contact students who have met the admission requirements for the programme they have applied for and provide them with information on the financial requirements of the programme (tuition fees etc.)
* After the financial requirements are met, Institute Administrative Board will approve the activation of the registrations.
* The student’s payment status (whether the payment is complete or not) will be checked by the Institute, the student's registration will be activated on the information system and the data will be sent to YÖKSİS (Military Service procedures shall be carried out for male candidates). A user name and a password for the student will also be created on the information system.
* The Institute will contact the students whose Final Registration process has been completed and inform them about the academic processes (Course Enrolments, UZEM ‘Distance Learning’ guide, Academic Calendar, Orientation etc.)

**BASIC INFORMATION**

* Doctoral Degree Programmes
  + For post-master’s students, a PhD programme consists of at least 240 ECTS credits in total with a minimum of seven courses, a seminar course, a qualifying examination, a thesis proposal, and a thesis project. The total ECTS credits shall not be less than twenty-one credits in sum and not less than 60 ECTS credits per term.
  + For post-bachelor’s students, a PhD programme consists of at least 300 ECTS credits in total, fourteen courses with a minimum of forty-two credits, a seminar course, a qualifying examination, a thesis proposal, and a thesis project.
* The syllabuses and a descriptive list of subjects are available on our the website: <https://enstitu.altinbas.edu.tr/>
* The syllabuses for each term is available on Student Information System (EWI).
* Important Information:

**Web**

* + <https://ewi.altinbas.edu.tr> (Enroll in classes via the Student Information System.)
  + <https://thesis.altinbas.edu.tr> (Thesis Management System)
  + <https://uzem.altinbas.edu.tr> (Join online classes)
  + <https://op.altinbas.edu.tr/apply/leeforms/> (Request Management System)
  + <https://ects.altinbas.edu.tr> (See your syllabuses and course schedule.)

**Email**

* + servicedesk.altinbas.edu.tr (you can activate it by creating your mail account)
  + lee.ogrenciisleri@altinbas.edu.tr (You can only reach graduate student affairs with your e-mail account with the Altınbaş extension)
  + lee@altinbas.edu.tr (You can contact the Institute of Graduate Studies)
  + https://app.wappflex.com (+90 507 983 96 19 for fast and effective communication on WhatsApp)

**For Announcements, Please Check Out**

* + Institute’s webpage (<https://enstitu.altinbas.edu.tr/>)
  + Your University email
  + EWI (Student Information System)

**Forms**

* + All the forms you may need during your graduate studies are available on <https://enstitu.altinbas.edu.tr/en/forms-and-documents/>

**DURATION OF STUDY**

* Except for the scientific preparation period, the regular period of study in a doctoral programme for post-master’s students (with thesis) is 8 terms regardless as to whether the student enrolled in courses each term or not. Students are expected to complete the programme within a maximum of 12 terms of beginning their programme.
* The regular period of study in a doctoral programme for post-bachelor’s students is 10 terms. The programme shall be completed in a maximum period of 14 terms.

Post-master’s students are expected to successfully complete their PhD courses with credits in a maximum period of 4 terms; post-bachelor’s students are expected to successfully complete their PhD courses with credits in a maximum period of 6 terms. Students, who fail to complete their courses with credits successfully within the abovementioned period of time or fail to achieve the minimum GPA required by the University, will be dismissed from the programme.

**GRADUATION REQUIREMENTS (PHD)**

* Successfully defend the thesis
* Achieve a GPA between 3.00 and 4.00 for courses with credits
* Successfully pass the PhD Qualifying Exam
* Successfully pass the Thesis Proposal defence
* Submit at least 3 Thesis Monitoring Committee ( TIC ) reports
* Fulfilling the publication requirement
* Other than conditions above, students shall bring three copies of their hard cover theses after taking the defense exam in one month latest. Institute will check the thesis upon format requirements and if find appropriate student will be graduated. Students who don’t bring their thesis to the Institute will be dismissed.

**THESIS ADVISOR**

* The Departments shall assign an academic advisor to each student and notify the Institute about thesis advisors as well as thesis topic accordingly. Thesis advisors and thesis topics are approved by the Institute Administrative Board. Thesis advisor should be appointed at the end of the second semester latest.
* External lecturers can also be thesis advisors. In that case, the Department shall fill out a request form for external lecturers and submit it to the Institute at the beginning of the term. External lecturers can be given an advising load of a maximum of ten (10) students..
* Changing Thesis Advisor
  + If they wish, students may change their thesis advisors by filling out LEE G 05 ( Thesis Advisor Change Request Form ) in which they need to state the reason for such request.
  + If the reason is deemed acceptable, the advisor will sign the form and approve the student’s request.
  + The student shall also have the same form signed by her new advisor.
  + Once this application form is signed and approved by both the former and the new advisors, it shall be submitted to the Head of Department.
  + The form with complete signatures, will be sent to the Institute via the EDMS by the Head of Department.
  + The Institute will issue a final decision to complete the advisor change process.

**COURSE REGISTRATION**

* You need to enroll in your courses on the dates specified in the Academic Calendar. Make sure you complete your enrollment by the deadline.
* You need to enroll in courses each term. The periods of time during which you remain not enrolled will be counted towards your study duration.
* Enroll in courses via the student information system https://ewi.altinbas.edu.tr
* After logging in to the system, you will see the courses offered on your screen.
* Select the course(s) that match your syllabuses,
* Do not forget to submit your course selection to your Advisor’s Approval. If you do, the courses will remain in draft version and the enrollment process will not be completed.
* Check your transcript. If you see the courses you have selected, it means that your enrollment is complete.

**COURSE ADD/DROP**

• You can drop any course and add another during the add/drop period..

**COURSE SELECTIONS AFTER ADD-DROP WEEK (MANUEL REGISTRATION)**

• As long as the system is available, it is essential that course enrolments are made on the Student Information System (EWI).

• EWI will be closed to course selection after the add-drop week. Accordingly, students who need to enrol in lectures after the add/drop week shall contact their advisors through Request Management System <https://op.altinbas.edu.tr/apply/leeforms/> filling LEE G 01 (Course Registration – Re-registration Form), LEE G 02 (Course Add-Drop Form)

• After considering student’s request and her transcript, student's academic advisor may either accept or reject the request.

• The form signed by the academic advisor shall be submitted to the Head of Department.

• If approved, the form with complete signatures, will be sent to the Institute through Request Management System by Head of Department.

• Following the decision of the Institute Administrative Board, the courses will be entered into the EWI

• Late enrolments must be finalised within a maximum of 15 days of the normal registration date.

**WITHDRAWING FROM COURSES**

• Students who want to withdraw from courses shall fill out the LEE G 10 (Course Withdrawal Form) from Request Management System within the first ten weeks from the beginning of the term (between the dates shown in the Academic Calendar), with the recommendation of the advisor and the permission of the instructor of the course and submit the form to the Institute.

• An additional fee is paid per credit when the withdrawn course or an equivalent course is taken again..

• The mark for the course will appear as «W» in the transcript and will not be deleted.

• Students are allowed to withdraw from a maximum of two courses during the normal period of their graduate studies.

• The Institute Administrative Board may approve or reject the request.

• The decision will be recorded the grade "W" in front of the course in the student information system.

**COURSE REPLACEMENT**

* Upon the student's request or upon the recommendation of the advisor, course replacement can be allowed in accordance with the curriculum so that all courses in the curriculum can be completed and the GPA requirement is met.
* Student shall notify his/her advisor during the course selection period that she wishes to replace a course with another.
* When the student takes another course for the one she wishes to replace and successfully passes that course, she shall fill out LEE G 09(Course Replacement Form) and submit it to his/her academic advisor through Request Management System.
* Note 1: The course to replace the failed course must be taken after the failed course.
* Note 2: No approval will be granted for course replacement if one of the courses is required and the other is elective.
* The signed form shall be submitted to the Head of Department, if deemed appropriate by the advisor.
* If the Head of Department deems it appropriate, the form shall be sent to the Institute from Request Management System.
* The Institute Administrative Board will decide whether or not to accept the course replacement .
* request and the final decision shall be recorded in the EWI.

**QUALIFYING EXAMINATION**

• The time and date when the student should take the qualifying exam shall be set by the Senate. Post-Master’s PhD students must take the qualifying exam no later than the end of the 5th term; Post-Bachelor’s PhD students must take the qualifying exam no later than the end of the 7th term.

• Qualifying exams are given in two parts: oral and written. Students who successfully pass the written exam can attend the oral examination. The calculation of exam scores is subject to the provisions set forth in the relevant Regulation. Exam jury shall decide by an absolute majority vote whether the student’s performance was satisfactory or unsatisfactory based on his/her score in written and oral examinations.

• Students who failed the qualifying exam can take another exam in the next term covering the parts they failed in the previous one. Students who fail the next examination as well will be asked to withdraw from the PhD programme.

• Exam jury may decide to assign additional lectures even if the student has completed all of the programme lectures. Additional lectures total credit shall not exceed 1/3 of total credit of programme. Student shall successfully complete assigned lectures.

• Students who has successfully completed at least seven lectures and accepted with undergraduate degree to the PhD. Programme can transfer to a Master’s programme. Terms and conditions of the transfer will be decided by the Institute Administrative Board.

**THESIS PROPOSAL DEFENCE**

• A thesis monitoring committee shall be created within one month upon recommendation from the respective graduate department and approval from the Institute Administrative Board to monitor the PhD studies carried by a student who successfully passed the PhD qualifying exam.

• A student who successfully passed the PhD qualifying exam must present and defend his/her thesis orally in front of the thesis monitoring committee within six months at the latest. The thesis proposal must cover the objective and the method of his/her research as well as his/her study plan. Student shall provide committee members with a written report on his/her thesis proposal at least fifteen (15) days prior to oral defence.

• The thesis monitoring committee shall decide by absolute majority vote whether or not to accept, ask for corrections or reject the student’s thesis proposal. The student shall be given a period of one month to make the necessary corrections. After completion of one month committee shall make its final decision.

• Students whose thesis proposals are rejected shall be assigned a new advisor and/or the right to choose a new topic. In such case, a new thesis monitoring committee can be assigned. Students who wish to continue their PhD programme with the same advisor shall defend their thesis proposals again within three months while students who changed their advisors and thesis topics shall defend their thesis proposals within six months. Students whose thesis proposals are rejected at this defence session will be dismissed from the programme.

• For students whose thesis proposals are accepted, the thesis monitoring committee shall convene at least twice a year, one meeting between January and June, and the second between July and December. Student must submit a written report to the committee members at least one month prior to the meeting.

• Students, whose thesis is deemed unsatisfactory by the committee for two consecutive times or three times intermittently, will be dismissed from the programme.

• The thesis proposals of students, who do not attend their thesis defence in-person without a valid excuse, shall be deemed unsatisfactory, hence rejected.

**COMPLETION OF PHD THESIS**

• A student enrolled in a PhD programme shall present findings in his/her dissertation in accordance with spelling rules set forth by the Senate and defend his/her thesis in an oral exam session in front of a selected jury.

* In order for the student thesis can be concluded, at least three thesis monitoring committee reports shall be presented.
* Thesis defence examination consists of an oral defence presentation followed by questions from the jury members.
* Students whose theses are accepted shall be deemed to have passed the thesis exam.
* A student whose thesis is rejected will be dismissed from the programme.
* A student whose thesis is to be revised must make the necessary corrections within six months at the latest and defend his/her thesis in front of the same jury. In the event that the jury decides that the thesis is unacceptable after the defence, the student will be dismissed from the programme.

**TRANSFER TO A DIFFERENT PROGRAMME**

* 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.
* 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 (LEE G 03 Course and Credit Transfer Form).
* The form shall be sent to the Institute via EDMS.
* 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.
* 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.
* If the student’s transfer request is approved by the Head of Department, the student's form (LEE G 03 Course Adaptation Form ) shall be sent to the Institute via EDMS.
* 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.

**OTHER**

**SINGLE COURSE/GRADE RAISING EXAM**

* If they wish, students may attend to a single course/grade-raising exam, within the period specified in the academic calendar after the announcement of final results.
* A student wishing to attend to a single course/grade-raising exam shall fill out LEE F 15-1 form (Tek Ders Sınavı Başvuru Formu/Single Course Examination Request Form) through Request Management System and submit it to his/her academic advisor. The requirements for single course/grade-raising exam are available on the institute’s website.
* The transcript of the student shall be reviewed by the academic advisor in line with the requirements on the website.
* The request form approved by the advisor will be submitted for the approval of the Department Administrative Board.
* The Decision of the Board shall be sent to the Institute from Request Management System.
* The Institute board determines the students who are eligible to sit a single course exam.
* The Institute will contact the instructors of the courses and request them to conduct single course exams to the eligible students.
* After the single course exam, the instructor of the course shall record the results of the exam in Grade Notification Form and send both results and documents to the Institute by Request Management System.
* The final results of the single course exam shall be entered into the EWI by the institute.,
* There is no fee for the first single course exam, but the fee is paid for the next ones.

**LEAVE OF ABSENCE /TEMPORARY BREAK FROM STUDIES**

o Graduate students may be allowed a leave of absence upon their request (one term for non-thesis master’s programmes, two terms for thesis-based master’s programmes, a maximum of four terms-not consecutively -for PhD and proficiency in art programmes). To request a leave, LEE G 06- Leave of Absence Request Form must be completed from Request Management System and submitted to the Institute.

* The Institute Administrative Board will evaluate the requests and decide to approve or reject them depending on the nature of the student’s excuse.
* The decision will be recorded in the student information system.

NOTES:

* Above absences will not be counted towards the maximum duration of study programme.
* Students who are on a leave of absence shall not attend classes or examinations administered in the term which they are absent.
* These absences may be extended in specific situations (military service, illness, detention, imprisonment which does not require termination of studies etc.) upon presentation of valid documentation.

Cancelling Enrolment

o A graduate or a student who wants to cancel their enrolment/discharge must make an online application to Institute student affairs office.

o Once request is submitted to cancel enrolment/discharge, following units will start the processes. The request will not be approved unless the student return his/her student ID card, any books, laptops etc. which were temporarily provided to the student by the University, or if the student have any thesis/project that have not been given to the Institute, or if the student have any outstanding tuition debt.

• Alumni Relations and Internationalization Office (graduated students only)

• Budget and Finance Office

• Information Technologies Office

• Administrative Affairs Office (return student ID)

• Library and Documentation Office

• Health, Culture and Sports Office

• Head of Division

• Institute of Graduate Studies

o Once all approvals are complete, student’s enrolment will be terminated/discharged.

Note:

o For the students who will be dismissed because of failure or end of legal duration, enrolment canceling process will not be conducted. Institute Administrative Board will send the decision to all relevant departments..