**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 (i.e. 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 username 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**

* **Thesis-Based Master’s Degree Programme**
	+ A Thesis-based master’s degree programme consists of at least seven courses with at least twenty-one credits, 60 ECTS, a seminar course and a thesis or dissertation, 120 ECTS in total. Seminar course and thesis do not require students to complete any credits. The syllabuses and a descriptive list of subjects are available on our the website : <https://enstitu.altinbas.edu.tr/>
	+ Students are required to enroll in thesis courses every term after the term thesis advisor is assigned.
	+ Two of the lectures can be selected from undergraduate courses unless they have not been taken during undergraduate study. With the suggestion of the Chair of the Programme and approval of the Institute Administrative Board maximum two lectures can also be selected from other Universities.
* **Non-Thesis Master’s Degree Programme**
	+ A non-thesis master’s degree programme consists of a minimum of thirty credits, ten courses and a term project.
	+ Students are required to enroll in the term project course within the semester when they took the term project course and submit a written project and/or a report at the end of the semester.
	+ Three of the lectures can be selected from undergraduate courses unless they have not been taken during undergraduate study.
* 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 (Thesis-Based Master’s Degree Programme)**

* Except for the scientific preparation period, the regular period of study in a thesis-based master’s degree programme is four semesters regardless as to whether the student has registered for each term or not. Students are expected to complete the programme within a maximum of 6 terms of beginning their programme.
* The studies of students, who fail to complete their courses with credits and seminar course at the end of four semesters or fail to meet the stipulated success requirements/criteria set forth in this Regulation; or of those who fail to complete their thesis study within a specified period of time or who do not attend their own thesis defense, shall be terminated.
* Students who has fulfilled all he conditions for graduation can graduate before normal duration of the study.

**DURATION OF STUDY (Non-Thesis Master’s Degree Programme)**

* Except for the scientific preparation period, a non-thesis master’s degree programme requires a minimum study period of two 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 three terms of beginning their programme.

**GRADUATION REQUIREMENTS (Thesis-Based Master’s Degree Programme)**

* Achieve a minimum GPA of 3.00 out of 4.00 in courses with credits.
* Successfully defend the thesis
* 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.
* Students who doesn’t fulfill conditions above cannot have a diploma, cannot exercise rights of studentship until all above is met. If legal duration of the study is finished student will be dismissed.

**GRADUATION REQUIREMENTS (Non-Thesis Master’s Degree Programme)**

* Complete your credit courses with a minimum overall grade point average of 2.50 out of 4.00,
* Successfully complete the curriculum courses and the semester project,
* Edit the semester project according to the Project Writing Template and Project Writing Guide found on the institute's website, and send it in PDF format to your advisor by the deadline specified in the Academic Calendar for the Semester Project Submission,
* The advisor should review the project submitted by the student by the specified deadline and inform the student of their pass/fail status by the date indicated in the academic calendar for the Semester (Final) Exam Results Announcement,
* If revisions are requested by the advisor, the student should make the necessary edits to the project and resend it to the advisor as soon as possible,
* The advisor is responsible for uploading the submitted project and the Turnitin report to the Request Management System and entering the student's grade into the EWI System.

**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 enroll 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 finalized 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.

**MASTER’S THESIS PROCESS**

* Completion of all the lectures are prerequisite to defend thesis Without successfully completing all the lectures students can not defend their theses.
* As a master’s student, you are expected to write your thesis in accordance with the formatting guidelines set forth by the University Senate. The thesis writing guidelines are available on https://enstitu.altinbas.edu.tr/tez-proje-yazim-kilavuzu
* The entire thesis process will be carried out via the Thesis Management System, through which you can contact your advisor, transfer files etc. ( <https://thesis.altinbas.edu.tr> ).
* Thesis defenses will be held only on the dates indicated in the Academic Calendar. It is not possible to defend thesis other than that time period.
* The jury members for master’s thesis defense shall be appointed upon recommendation from the thesis advisor and the Chair of the respective Graduate programme, and by the approval from the Institute Administrative Board.
* At least within a month from the submission date of the thesis, jury members shall convene to administer a thesis defense examination.
* After the completion of thesis examination, the jury shall declare by unanimous decision whether the thesis is accepted for the degree, whether it must be revised or it is rejected. The Chair of the Graduate Programme shall notify the Institute in writing of the decision within three days of the thesis examination date.
* 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 three months at the latest and defend his/her thesis again in front of the same jury. In the event that the thesis is rejected by the jury again, the student will be dismissed from the programme.
* Upon request from the student whose thesis is rejected, s/he may be awarded a non-thesis master’s degree provided that s/he meets the requirements of a non-thesis master’s programme, including the required course load and credit hours, writing a master’s project etc.

**TRANSFER BETWEEN PROGRAMMES**

**Transfer To A Non-Thesis Master’s Degree Programme**

* Students who wish to transfer to a non-thesis master’s degree programme shall fill out LEE F-36/ LEE F 36-1(Tezli Programdan Tezsiz Programa Geçiş Başvuru Formu/ Request Form For Transfer From a Thesis-Based Master’s Programme to a Non-Thesis Master’s Programme) together with his/her academic advisor within the period of transfer indicated in the academic calendar no later than the beginning of the third term and shall submit the request form to the Department Board.
* If approved by the Department Board, student’s request will be forwarded to the Institute via EBYS.
* Student’s application for transfer to a non-thesis master’s programme shall 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 four courses and a project course to be completed will be allowed “two” terms to complete these courses.
* The Institute Administrative Board decision shall be recorded in the SIS and the student shall be notified of the decision by e-mail.
	+ Note 1: The student shall 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 shall be adjusted according to the course content, not the number of courses.

**Transfer To A Thesis 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 request letter/form filled out with his/her academic advisor within the transfer period between programmes indicated in the academic calendar, no later than the beginning of the fifth term.
	+ If approved by the Department Board, student’s request will be forwarded to the Institute via EBYS.
	+ Student’s application for transfer to a thesis-based master’s programme shall 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 s/he spent in the non-thesis programme.
	+ The Institute Administrative Board decision shall be recorded in the EWI and the student shall be notified of the decision by e-mail.
	+ Note 1: The student shall 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 shall be adjusted according to the course content, not the number of courses.
* **Transfer To A Different Programme**
	+ Students who have successfully completed at least one term in a graduate programme at Altınbaş University or 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 (e.g., transcript, ALES, GPA, foreign language proficiency certificate etc.) within the application period, the Department Board 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 Course Adaptation Form (LEE F 26/ LEE F 26-1 Yüksek Lisans İntibak Formu/ Course Adaptation Form For Thesis-Based Master’s Studies).
	+ The Course Adaptation form shall be sent to the Institute via EBYS along with the board decision.
	+ Following the approval, the courses and credits previously taken by the student shall be adjusted to the new programme by the Institute Administrative Board.
	+ Post-bachelor’s students who are admitted to a doctoral programme 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 Department, the student's adaptation form ( LEE F 26/ LEE F 26-1 Yüksek Lisans İntibak Formu/ Course Adaptation Form For Thesis-Based Master’s Studies) shall be filled out issued and sent to the Institute via EBYS, along with the approval.
	+ Following the approval, the courses and credits previously taken by the student shall be adjusted to the new programme by the Institute Administrative Board.
* **Transfers Between Programmes, Course Exemptions And Credit Transfers**
	+ To transfer between programmes, you need to apply to the Institute of Graduate Studies on the dates specified in the Academic Calendar each year.
	+ Students enrolled in thesis-based master’s degree programmes with thesis will be granted exemption from a maximum of 4 courses.
	+ Students applying to thesis-based master's and doctoral degree programmes with thesis must take the seminar course offered by the programme they have enrolled in.
	+ Students enrolled in non-thesis master’s degree programmes will be granted exemption from a maximum of 5 courses.
	+ In the event that a student fails in a thesis-based master's programme of Altınbaş University and decides to uninterruptedly enroll in the same master’s programme that does not require a thesis for graduation without any interruption, all of the courses (except for the seminar course) taken and successfully passed by the student during his/her time in the thesis-based programme will be recognized.
	+ In the event that a student is dismissed or has withdrawn from a thesis-based master's programme of Altınbaş University with thesis during his/her thesis writing period and decides to uninterruptedly re-register for the same programme without any interruption, she/he will be allowed to take the thesis course only.

**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 shall 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 from 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 and submitted to the Institute from Request Management System.

* 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**

* A graduate or a student who wants to cancel their enrolment/discharge must make an online application to Institute student affairs office.
* 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
* Once all approvals are complete, student’s enrolment will be terminated/discharged.

Note:

* 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.