



**T.C.**  
**Bahçeşehir University**  
**Graduate School**

# **STUDENT GUIDE**

**2020-2021**

**All students should follow to Bahçeşehir University Postgraduate Education Regulation, BAU Guidelines and BAU Senate Decisions as soon as they enroll in the Graduate Education Institute programs.**

**All Regulations and Guidelines on the WEB site; It is located under the Graduate Education Regulation.**

## **EDUCATION PERIOD AND STUDENT RIGHTS**

### **⇒ Graduate Program Without Thesis**

The period of completion of the master's program without thesis is at least two semesters and at most three semesters, regardless of whether they have registered for each semester, starting from the semester in which the courses related to the program they enrolled, except for the period in scientific preparation. A student who fails at the end of this period or fails to complete the program is dismissed from the higher education institution.

### **⇒ Master's Program With Thesis**

The duration of the master's program with thesis is four semesters, regardless of whether or not they have registered for each semester, starting from the semester in which the courses related to the program they enrolled, except for the time spent in scientific preparation, the program is completed in maximum six semesters.

Failed to successfully complete the credit courses in the curriculum at the end of four semesters or fail to meet the success conditions / criteria stipulated by the higher education institution within this period; The student who fails in the thesis study or who does not enter the thesis defense within the maximum period is dismissed from the higher education institution.

If the student who fails in the program with thesis requests, the master's diploma without thesis is given, provided that he / she has fulfilled the course credit load, project writing and similar requirements of the master's program without thesis.

## ⇒ **PHD Programs**

The doctorate program is eight semesters and the maximum completion period is twelve semesters, regardless of whether they have registered for each semester, starting from the semester when the courses related to the program they are enrolled for are accepted with a master's degree with thesis, except the period in scientific preparation. For those admitted with a bachelor's degree, it is ten semesters and the maximum completion period is fourteen semesters.

The maximum period of successful completion of credit courses required for the PhD program is four semesters for those who are admitted with a master's degree with thesis and six semesters for those who are admitted with an undergraduate degree. Students who fail to successfully complete their credit courses during this period or who cannot achieve the minimum grade average required by the higher education institution are dismissed from the higher education institution.

Students who successfully complete their credit courses, who are successful in the proficiency exam and whose thesis proposal is accepted, but who have not completed the thesis study until the end of the twelve or fourteen semesters specified in the first paragraph are dismissed.

Students who have applied to the doctorate program with a bachelor's degree, who have not completed their credit courses and / or thesis study within the maximum period, and those who have not been successful in the doctorate thesis, have made the doctorate accepted by the Higher Education Institution upon their request, provided that they have fulfilled the necessary credit load, project and other similar requirements for the master's degree. If not, the master's diploma without thesis is given to the nearest subject.

Students who are admitted with a master's degree must take the proficiency exam no later than the end of the seventh semester at the latest.

Students who fail the proficiency exam are re-taken to the exam on the dates specified in the academic calendar in the next semester from the department / departments they fail. The student who fails in this exam is dismissed from the doctorate program.

The student distributes the written report on the thesis proposal and thesis progress to the committee members at least fifteen days before the oral defense.

The student whose thesis proposal is rejected has the right to choose a new supervisor and / or thesis topic. In this case, a new thesis monitoring committee may be appointed. The student who wants to continue the program with the same advisor is admitted to the thesis proposal defense within three months, and the student who changes the subject of the advisor and thesis is again within six months. The student whose thesis proposal is rejected in this defense is dismissed from the higher education institution. The time spent in these stages is counted from the student's doctorate education period.

The student's thesis study is determined as successful or unsuccessful by the committee. The student who fails twice in a row or three times intermittently by the Committee is dismissed from the higher education institution.

During the thesis monitoring period, the thesis monitoring committee will meet by the thesis supervisor and the studies and developments made by the student regarding the thesis of that period are prepared in a report, and the date, time and place of the monitoring will be specified and notified to the institute and the members of the thesis monitoring committee. Thesis follow-up, not done on time

invalid and student is considered unsuccessful. In the following period, if the thesis is not followed or the student is deemed unsuccessful, the student will be dismissed from the doctoral program.

In order for the student's thesis to be concluded, at least three thesis monitoring committee reports must be submitted with a maximum interval of six months. In the event that the thesis monitoring procedures are not done on time, the student is deemed unsuccessful from the thesis monitoring result of that period.

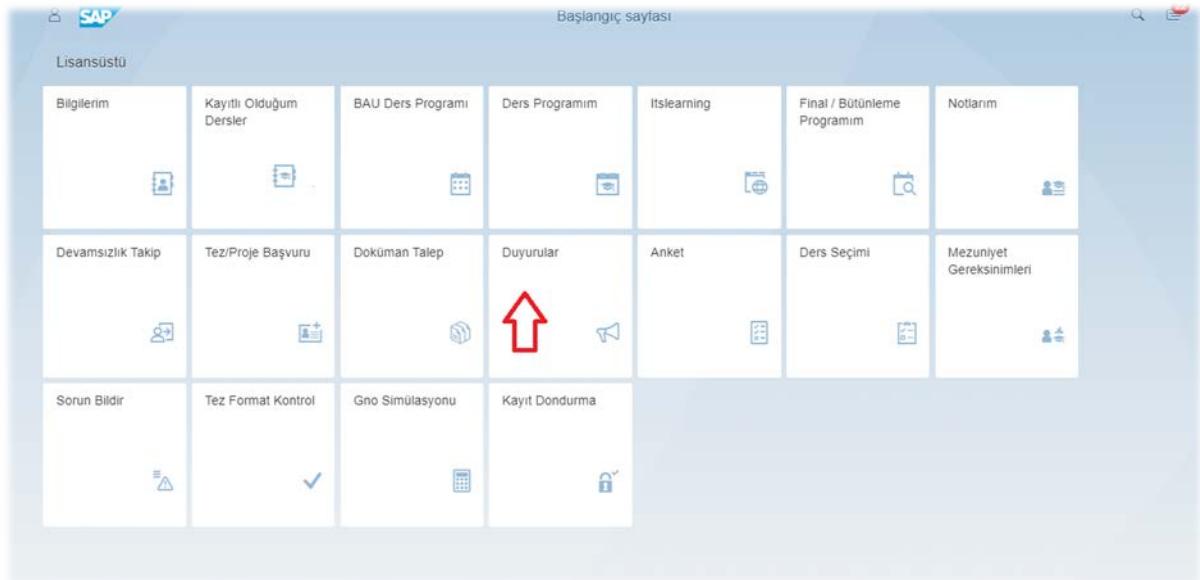
The student whose thesis is found to be unsuccessful is dismissed from the higher education institution. The student, who has decided to correct his thesis, makes the necessary corrections within six months at the latest and defends his thesis before the same jury. The student who fails in this defense is dismissed from the higher education institution. For those who have not

been successful in the thesis, those who have been admitted to the doctorate with a bachelor's degree, a master's diploma without a thesis is given, provided that they fulfill the course credit load, project writing and similar requirements, if any.

## **ACADEMIC CALENDAR**

The student has to fulfill his / her obligations within the periods specified in the academic calendar published on the website. It is the student's obligation to follow the Academic Calendar. When necessary, notifications regarding these obligations are made via the "Announcements" section of st.bau.edu.tr, not as a GSM message. Individual information is not provided. The updating of the personal information is carried out by the Student Affairs Office (In case the messages cannot be received, the GSM operator should be contacted.)

<https://bau.edu.tr/icerik/2432-bahcesehir-universitesi-2013-2014-akademik-takvim>



⇒ **Student Affairs Program (SAP)** <https://st.bau.edu.tr/>



Öğrenci Personel

Kullanıcı Adı

Şifre

[Şifremi Unuttum](#)

GİRİŞ

EN

All of our students should conduct and follow their academic transactions via SAP (st.bau.edu.tr). Our students can log in to SAP via their personal computers or all computers available to students at our university, with the username and password given by the Registration Office during registration.

The password can be requested from the "Forgot Password" tab on the main page. The new password will be transmitted to the mobile phone number registered in the system. It is the student's responsibility to keep his personal information up to date on the SAP page. Updating of personal information is carried out by the Student Affairs Office.

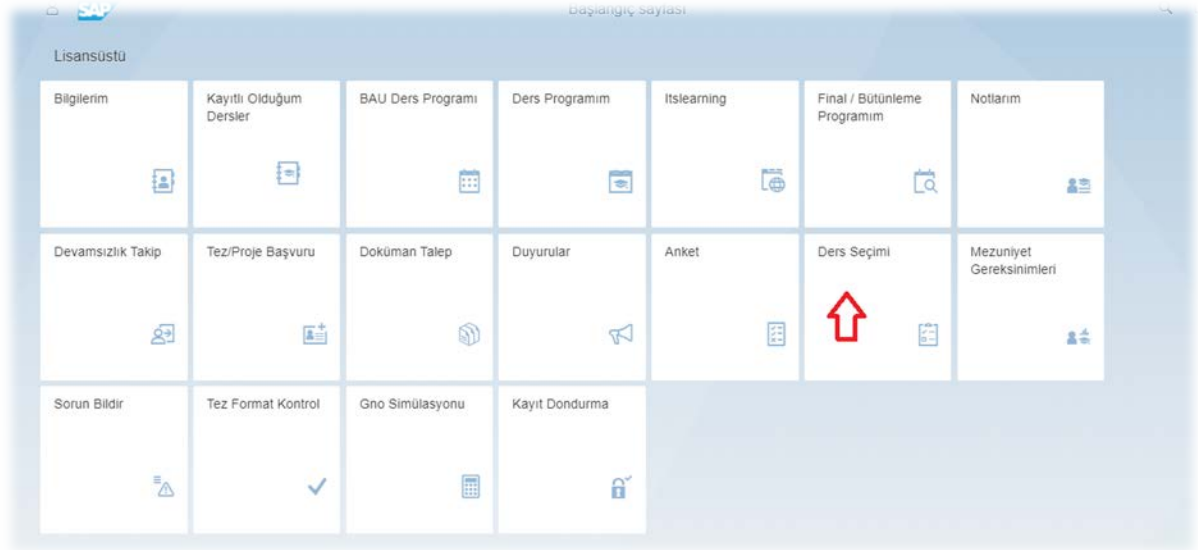
**The students are required to follow all announcements made via SAP and / or the web page. Graduate Education Institute will not be responsible for any loss of rights that may arise from not following these announcements.**

## **COURSE REGISTRATION PROCEDURES**

All the procedures for enrolling in the course between the dates specified in the Academic Calendar are done through SAP. The steps to be followed for course registration are as follows:

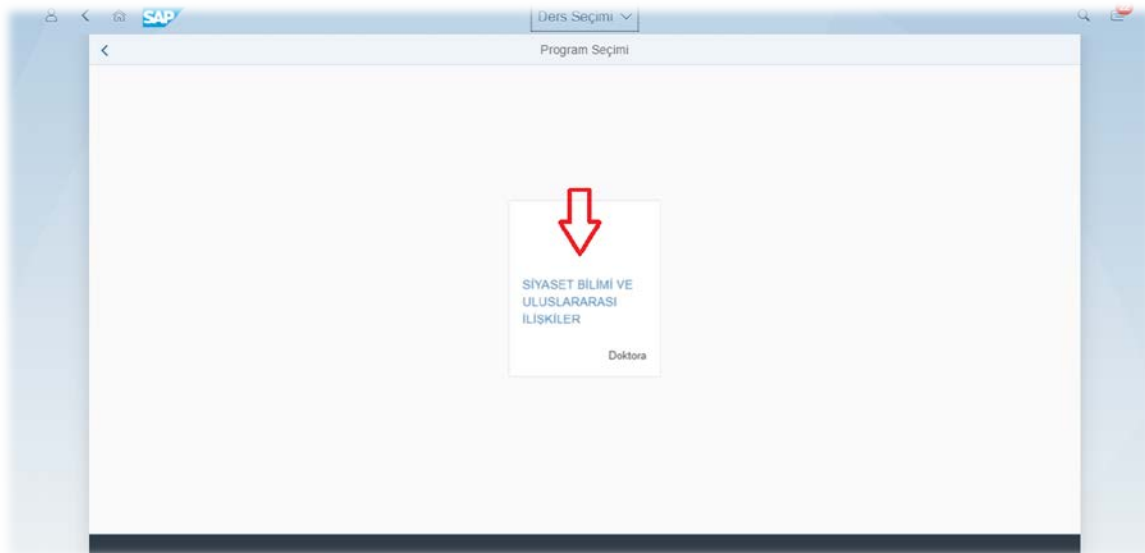
## **Login**

For student enrollment at <https://st.bau.edu.tr/>, the student page with username and password they can enter.



## **Lessons You Can Take**

The "Course Selection" menu opens. The registered program is selected.



### **Choosig Course**

The student should choose the Course / Project / Seminar / Thesis-I / Thesis-II according to the slot period, by fulfilling their financial obligations if necessary within the period specified in the academic calendar published on the website.

### **Must Courses**

In the course selection screen, the compulsory courses that can be taken in the relevant academic term are selected by clicking the "Take Course" button. Please note that compulsory courses are offered only in the semesters specified in the student slots. (Required Courses are opened only in their semesters)

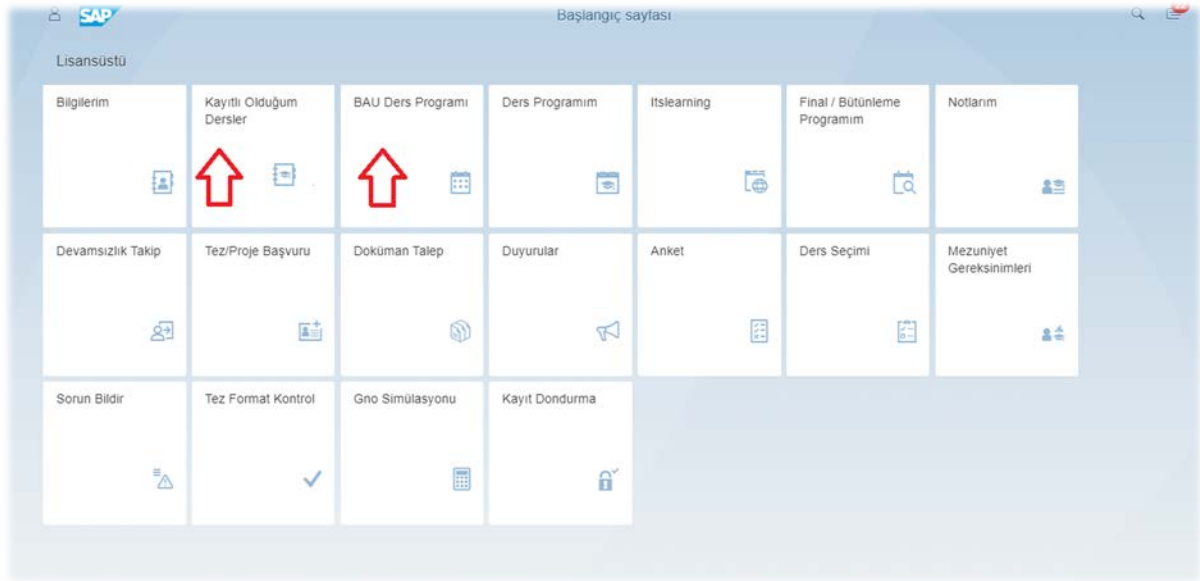
### **Elective Courses**

In the course selection screen, elective courses that can be taken in the relevant academic term are selected by clicking the "Select Course" button. Students enrolled in Turkish programs can only choose Turkish elective courses, and students enrolled in an English program can only choose English elective courses.

Quota system is applied in course selection. The course is registered according to the order of taking the course. If the quota is full, that course is no longer selected. During Add - Drop week, if another student leaves that course, the student can register for the course.

In the lesson planning, a set of students who can take each opened course is defined. It should be noted that only the courses defined in the department / program can be selected. As the elective course list is prepared specifically for the program, it means that the course that cannot be selected is not opened to that program.

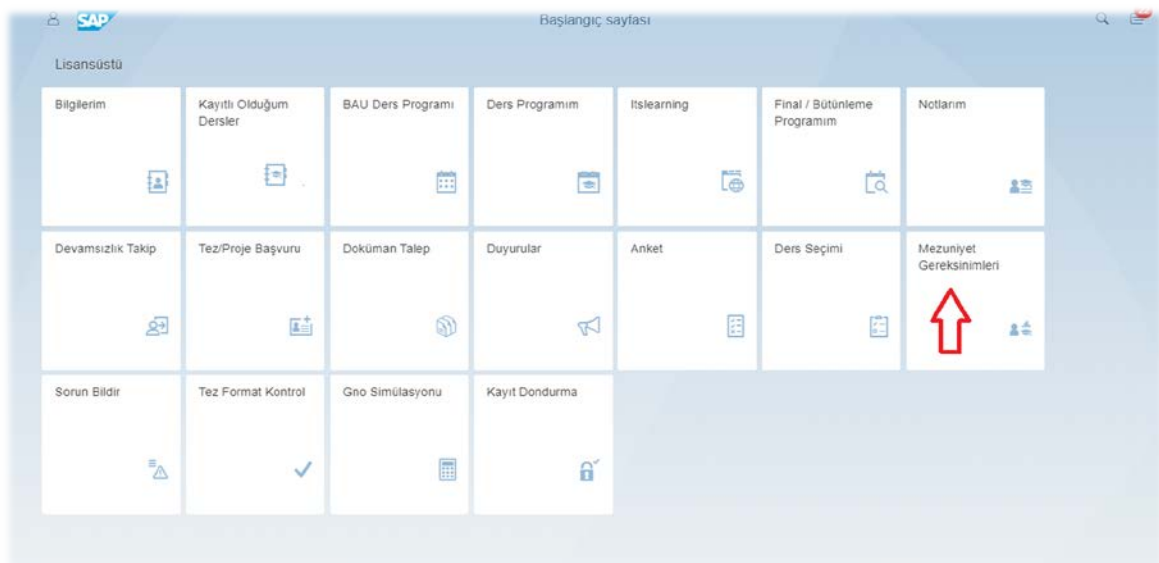




When the course selection is completed, the generated course schedule can be checked by clicking on the "Schedule" option from the start menu. You can see the selected courses by clicking on the "Courses I Enrolled in" option. On this screen, information about the lecturers, course day and time can be accessed and the curriculum created can be checked. Care is taken to ensure that the selected courses do not overlap each other (not on the same day and time) in the syllabus, the system gives a warning in conflicts.

## **Graduation Requirements**

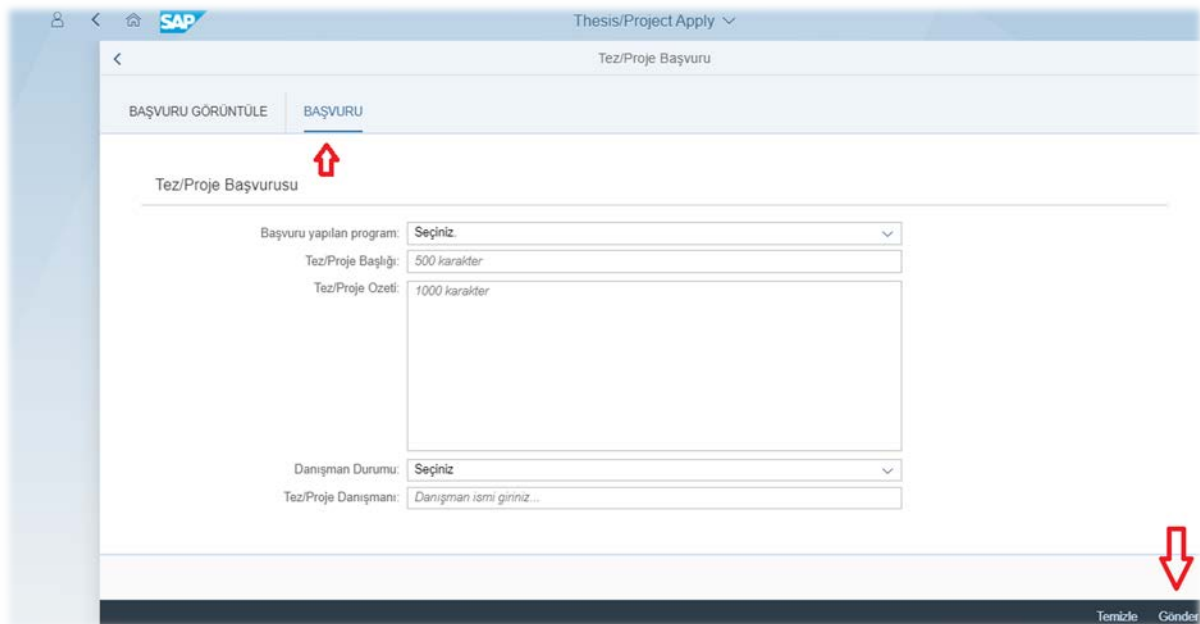
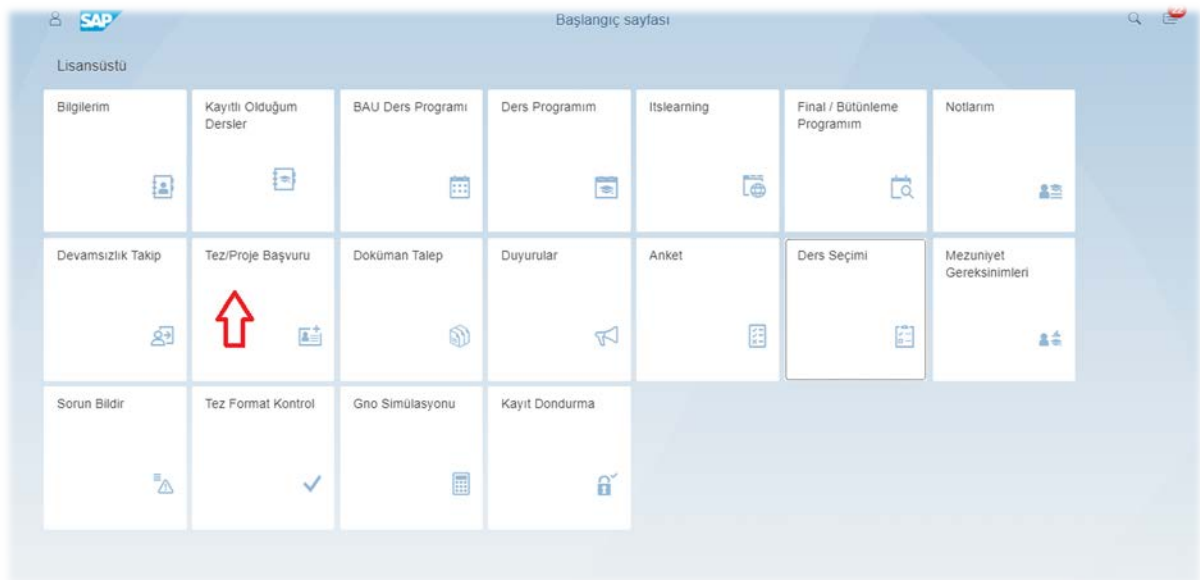
Students can view the courses they have taken, the courses they must complete, their Credits and ECTS from the Graduation Requirements menu.



## Choosing Project / Thesis Course

Project / Seminar / Thesis-1 / Thesis-2 course should be taken in the same way in the course selection week, just as the courses were taken before. Since this process can be done after all courses are completed, if there are any courses or courses that are not taken, it is necessary to register for that course or courses first. Project and thesis advisors can be selected from full-time and part-time lecturers. The chosen counselor must have at least the title of doctor. Students must determine their advisors and subjects before the course selection week.

While taking the Project / Thesis course, the following sequence of procedures should be followed:



### **Project Selection: Consists of 4 Steps**

1. The Program to which SAP Application is Made is selected, Thesis / Project Title, Thesis / Project Summary, Advisor Status (Full Time / Part Time) Thesis / Project Advisor information is entered. Submit is pressed.
2. The program coordinator examines his own SAP account and gives approval or rejection to the project, taking into consideration the availability of the consultant, the subject of the project and the expertise of the consultant. If the coordinator replies, the student should restart the process by changing the project topic or advisor in accordance with the rejection statement.
3. After the approval of the coordinator, the project consultant gives his / her approval via SAP.
- 4. After the completed approvals, the SAP system takes the project course from the course selection area on the student (selection process is completed only in this way).**
5. After the course taking process has been completed, the SAP course in which the project course has been taken must be checked in the "Courses I Enrolled" section.

### **Thesis Selection: Consists of 4 Steps**

1. The Program to which SAP Application is Made is selected, Thesis / Project Title, Thesis / Project Summary, Advisor Status (Full Time / Part Time) Thesis / Project Advisor information is entered. Submit is pressed.
2. The program coordinator examines his SAP account and gives approval or rejection to the project, taking into account the availability of the consultant, the thesis subject and the expertise of the consultant. If the coordinator replies, the student should start the process again by changing the thesis topic or advisor in accordance with the rejection statement.
3. After the approval of the coordinator, the thesis advisor gives approval to his student via SAP.
- 4. After the completed approvals, the SAP system takes the Seminar and Thesis-1 course (Thesis-2 course in the following semester) on the student (selection process is completed only in this way).**

5. After the course taking process has been completed, the SAP course in which the project course has been taken must be checked in the "Courses I Enrolled" section.

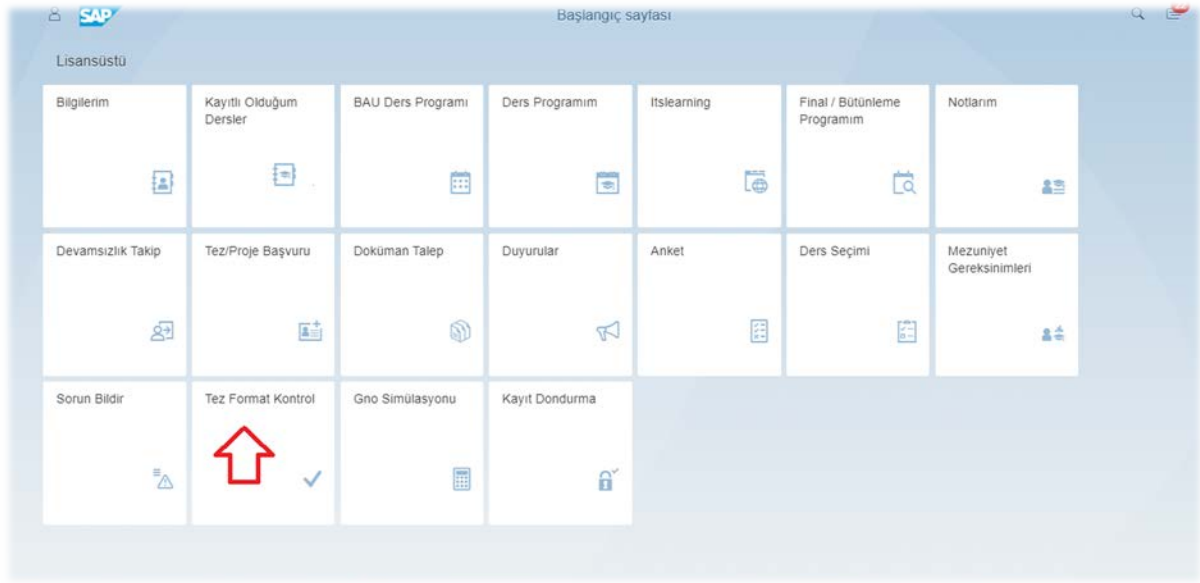
### **Project And Thesis Writing Rules**

<https://bau.edu.tr/icerik/2711-proje-tez-duyuru>

The points to be considered in the project / thesis stage are announced by the relevant institute within each academic semester. It is the student's responsibility to prepare and correct the thesis/projects in accordance with the plagiarism rate (25%) determined by the institute and the thesis/project format. For detailed information, the relevant institute web page should be followed.

***The student who took the thesis 2 course and will enter the thesis defense should follow the order below.***

- The student sends the thesis prepared and finished in accordance with the BAU - Thesis Writing Guide to the Thesis Advisor.
- Thesis Advisor determines the plagiarism rate of the thesis with the “Turnitin” program. Turnitin Program should only be used by the Thesis Advisor.
- With the Thesis Plagiarism Report, the Thesis Jury Suggestion Form (Thesis Jury is determined only by the Thesis Advisor), the petition that the Thesis Advisor is in compliance with the Format Control is submitted to the Institute.
- The thesis, which is taken under format control, is examined by the Institute officials. If any, errors are detected.
- The thesis continues to be taken into the Format control until the errors are corrected. If no error is detected, "Binding" approval is given. All communications regarding format control should be followed from the Thesis Format Control Menu at st.bau.edu.tr.



## **FORMS**

All forms of student affairs are available on the WEB site.

## **THESIS / PROJECT ADVISOR CHANGE**

In case the student requests for a thesis / project consultancy change, the petition containing the request must be submitted to the institute for approval by the new advisor after the written approval of the new advisor by the end of the tenth week of the current semester.

## **COURSE ADD - DROP PERIOD ("ADD – DROP WEEK")**

During this semester, the course (s) selected in the course registration week can be left and / or new course (s) can be taken. After the course add and drop period has expired, it is not possible to add another course within the same academic semester. In the course registration week, if no course is selected by the student, in any way, the add-drop period cannot be used for the first time to register for the course.

## **WITHDRAWAL**

After the add-drop period specified in the academic calendar, it is possible to withdraw from a registered course until the end of the tenth week following the beginning of the semester.

### **(W) grade:**

- It is used for a course in which the student takes a course within the first ten weeks from the beginning of the semester after the normal course addition and drop-out period ends.
- A student cannot be withdrawn from courses that he / she has to repeat, have received W before or are not included in the grade point average (Thesis 1, Thesis 2, Seminar and Project).
- It is permissible to withdraw from two courses during the master's and doctorate programs, one course in one semester, and for students who are admitted to the doctorate program after undergraduate education, with the recommendation of the counselor and the permission of the instructor.
- Withdrawal does not mean deleting the course. In the transcript, the course grade is processed as W.
- The course fee is not refunded to our students who withdrawal.

1) It is not possible to withdraw from the courses that have to be repeated, “W” (taken from the course) or do not participate in the grade average.

2) Withdrawal from a maximum of four courses per semester, with a maximum of two courses in a semester, and a maximum of four courses for students admitted to a doctorate program.

## **ACADEMIC ADVISOR**

The coordinator of the registered graduate program is an academic advisor. Support can be obtained from the academic advisor for choosing a course, planning a course, creating a curriculum, determining a project / thesis topic and other academic topics. You can reach the counselor through OIS, from the university call center (444 BUNI - 444 2864), by e-mail or during office hours.

## **SPECIAL STUDENT/ GUEST STUDENT**

Special Students are students who are graduates or students of an undergraduate program, who want to increase their knowledge on a particular subject and are only allowed to attend some courses (by paying the Course Fee), although they are not registered in one of the normal postgraduate education programs at the university.

## **ATTENDANCE**

Students are required to register for the program in which they are registered according to the academic calendar and to attend classes at a rate of 70%. The students are obliged to attend classes, laboratories and practices in accordance with the principles determined by the relevant institutes and to participate in all exams and other studies stipulated by the instructor giving the course during the semester / year.

(NA) grade: It is given to students who do not fulfill the attendance requirements or fail to meet the attendance requirements. A student who gets a NA grade from a course cannot take the semester / year-end exams of that course. **Students whose maximum duration is over and whose GPA is below 3.00 cannot take the Single Course exam from the course they have taken.**

## **GRADING**

The passing grade for the graduate programs is "C". If a grade is taken under C, that course should be repeated. The passing grade for the doctoral programs is 'B'. If a grade is taken under B, that course should be repeated.

One of the letter grades determined in the following tables for each course taken by the students is appreciated by the instructor as the semester / year-end course achievement grade:

<b>Puan</b>	<b>Katsayı</b>	<b>Harf</b>
90-100	4.00	A
87-89	3,67	A-
84-86	3.33	B+
80-83	3.00	B
77-79	2.67	B-
74-76	2.33	C+
70-73	2.00	C
69 ve Altı		F

In order to graduate from both types of programs, students' GPA must be at least "3.00". After the courses are completed, if the student's GPA does not meet this requirement, one or more courses must be repeated to raise the average within the maximum student period. B- and below courses can be repeated.

Maximum Student Duration Expired; If the students with projects (at the end of the 3rd semester) and the students with thesis who have completed their fourth semester can not meet the average of 3.00, they can take the Single Course Exam under the conditions determined by the Institute.

(I) grade: It is given for the courses, such as projects, theses, or courses that have not been evaluated due to some compulsory reasons. The success grades of these students are given before the registration of the next semester begins. During this period, I grades, which have not been reported, become F or U grades.

(S) grade: It is given for the courses that successfully complete the project, seminar, thesis work or taken without credit and are successful.

(U) grade: It is given for the courses that have not successfully completed the project and thesis studies or have been taken without credit and failed. If it is taken from the ongoing course (U) with another code such as thesis, project, the course is repeated and the course that is a continuation of this course cannot be taken even if it is with a different code.



(CN) grade: It is given to the student who is entitled to the term and who has not completed the thesis study yet. The course selection must be made again in the following period.

(PR) grade: It is the grade given to the student who enters the Thesis Defense (3 months in the Master's degree, 6 months in the Doctorate) and gets an extension. The student goes to the thesis defense again in the given extension period. Students who fail their defense are dismissed.

(NA) grade: It is given to students who do not fulfill the attendance requirements or fail to meet the attendance requirements. A student who gets a NA grade from a course cannot take the semester / year-end exams of that course. **Students whose maximum duration is over and whose GPA is below 3.00 cannot take the Single Course exam from the course they have taken.**

### **MAKE-UP EXAMS**

#### **In which situations can those studying in graduate programs take the Make up Exam?**

- Course (s) who could not enter the final exam due to an excuse accepted despite having the right to take the final exam,
- The courses with an (F) grade without any other conditions
- If the GPA is below 3.00 / 4.00, the courses with (F) grades (B-), (C +) and (C) grades (if your GPA is 3.00 / 4.00 and above, only the (F) grade)

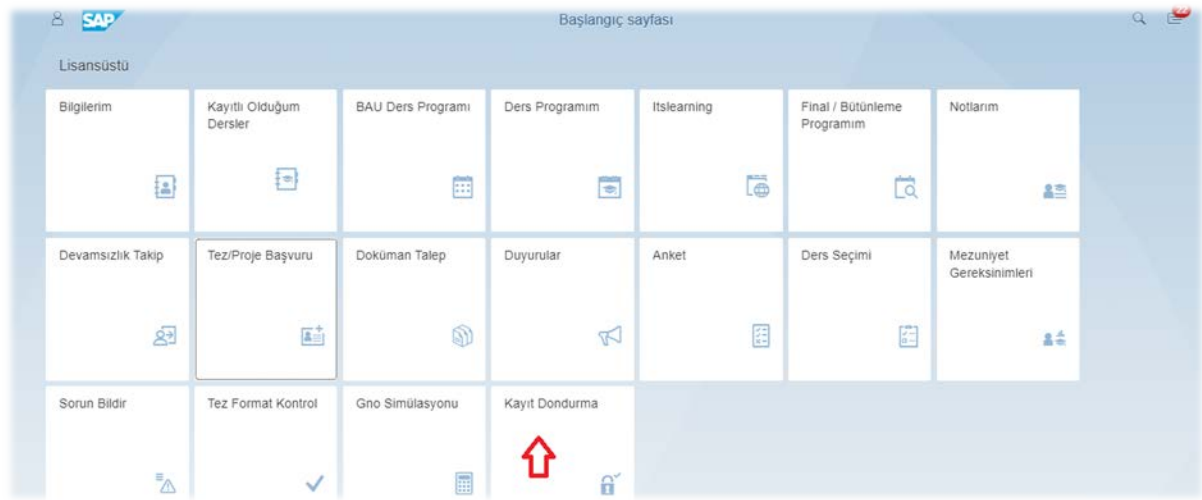
Make-up exams can be taken.

- No application is made to take the make up exams.
- Make up exams cannot be taken for final exams that cannot be entered due to grades such as (NA), (W), (U)
- Make-up exams of the courses taken in previous years cannot be taken. Only the courses enrolled in that semester in which the make-up exam is held can take the make-up exam.
- The grade obtained from the make-up exam is recorded by the lecturer in place of the final exam in the semester evaluation table. A new grade point average is calculated, this new average is evaluated according to the letter grade that is formed as a result of the final exam, and the final letter grade is formed. Even if the course grade at the end of the make-up exam is lower than the grade before taking the exam, it is finalized as the final grade for that semester. This grade will be reflected in your transcript and your GPA.

## **REGISTRATION FREEZING AND DELETION OF REGISTRATION**

### **Registration Freezing**

Students who request permission can apply for Registration Freezing via SAP within the period specified in the academic calendar. Considering the validity of the excuse, the application is evaluated by the Institute Administrative Board. If it is found positive, the right to leave is granted for the period / s for which the leave application has been made.



Graduate program students without thesis can freeze registration for a maximum of 1 semester, graduate students with a thesis maximum 2 semesters, and PhD students a maximum of 3

semesters. The time spent by freezing the registration is not counted towards the maximum education period.

Students will also have the right to apply for leave for the following reasons and to be documented;

- Patient: If the condition is documented with a medical report covering the period that will require the semester leave.
- Military Service: In case the student is recruited as a result of not performing deferment or referral due to compulsory reasons.
- If they study abroad and are charged with their education.
- In case of mandatory domestic or international assignments
- According to the general provisions, students who are sentenced from the higher education institution according to the terms of conviction or the Higher Education Institutions Student Discipline Regulation cannot request permission.
- Students cannot transfer their courses taken from another institution to the curriculum at the University while the registration is frozen.

### **Delete Registration**

If requested by the student in writing, the registration can be deleted by applying to the Bahçeşehir University Registrar's Office. During the cancellation request, the principles and procedures regarding the part of the tuition fee that can be refunded are determined by the Bahçeşehir University Senate.

## **ERASMUS / WORLD EXCHANGE PROGRAMS**

Master and Doctorate students who have successfully completed their first semester have the right to attend these programs for a maximum of 2 semesters. Students who want to apply for Erasmus programs must have a GPA of at least 2.50 until the date they apply. For the Exchange program, this criterion varies according to each university that Bahçeşehir University has an agreement with. The applicant candidate must be successful in the English Exam organized by Bahçeşehir University's Erasmus & Exchange office. 50% of the CGPA and 50% of the English Exam are taken into consideration in the application evaluation.

Detailed information can be obtained from the Erasmus Coordinator of the affiliated institute.

## **LIBRARY**

Students can remotely access electronic resources in the library over the internet. Students can request books from other libraries.

Detailed information can be obtained from <http://library.bahcesehir.edu.tr/>