 <b>KOÇ UNIVERSITY</b>	<b>MS/A WITH THESIS AND PHD SCHOLARSHIP RULES AND REGULATIONS</b>  Y02-RAI-008	<b>Date:</b> 12.03.2021 <b>Update:</b> 5 <b>Responsible Unit:</b> VPRD <b>Pages:</b> 1 / 7
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## 1. PURPOSE

The purpose of these regulations is to establish the principles and rules regarding the scholarships provided by Koç University for graduate students enrolled in Koç University master with thesis and doctoral programmes. Externally funded scholarships (such as projects and TÜBİTAK funded scholarships) are subject to these regulations as well, and their special conditions and requirements will be taken into consideration by the institutes, regarding the demands from the students and the related faculty members.

## 2. CONTENT

The regulations contain conditions of the applications for scholarships provided for the master with thesis and doctorate programmes, of the evaluation process of these applications, stipend payment periods and the conditions of their termination, the principles, content and evaluation rules of the teaching and research assistantship training, and rules for other benefits for the students.

## 3. REFERENCES


Academic Council Decision Report no.14 Mart 2012/03–Article 3

## 4. DEFINITIONS

- 4.1. **President**  
defines the President of Koç University.
- 4.2. **Vice President for Research and Development (VPRD)**  
defines Koç University Vice President in charge of Research and Development.
- 4.3. **Institutes**  
define Graduate School of Business, Graduate School of Sciences and Engineering, Graduate School of Social Sciences & Humanities, and Graduate School of Health Sciences, which organize the graduate education at Koç University.
- 4.4. **Higher Education Council (YÖK)**  
defines the autonomous institution responsible for the planning, coordination and governance of higher education system in Turkey.
- 4.5. **Institute Executive Committees (IEC)**  
defines the board presided by the Institute Director, convened at the institutes according to rules established by Higher Education Council (YÖK).
- 4.6. **Graduate Programme**  
defines Masters or Doctorate Programme.
- 4.7. **Directorate of Financial Affairs**  
defines Koç University Directorate of Financial Affairs (Office of the Comptroller)
- 4.8. **Students**  
define graduate students enrolled in Koç University graduate programmes.

## 5. RESPONSIBILITIES

- 5.1. The units, institutes, departments and people are responsible for the steps indicated in the content of these regulations, respective to their subjects.
- 5.2. President: is responsible for the execution of these regulations.

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5.3. Vice President for Research and Development: is responsible for the preparation of these regulations.

5.4. Masters and Doctorate Students: are responsible for making necessary declarations, getting approval, following the process and abiding by all the rules within the content of these regulations.

5.5. Deans of Colleges and Institute Directors: are responsible for the implementation of these regulations.

## 6. BASIC PRINCIPLES

6.1. It is an academic priority that the master with thesis and doctorate programmes at Koç University are supported with scholarships. The scholarships are given to support the education and research activities that provide the proficiencies the programmes expect from their future graduates.

6.2. The content and related responsibilities of the education of the masters and doctorate students are defined under three basic titles: (i) to successfully complete the (minimum) number of required courses designated by YÖK for Masters and Doctoral degrees, (ii) to complete Teaching Assistantship and Research Assistantship Training, (iii) to successfully fulfill thesis responsibilities (thesis defence for Masters programmes; qualifier exam for doctoral programmes, thesis monitoring and doctorate thesis defence processes.)

## 7. PROCEDURE

### 7.1. Scholarship Admission Requirements for Graduate Programmes

7.1.1. The condition for admission to graduate programmes with partial or full scholarship is high success. Each programme recommends which students to admit with scholarship on its own, within the framework of Graduate Education and Instruction Regulations; the final list of scholarship students are approved by the Executive Committees of the related institutes and are presented for President's approval.

7.1.2. Scholarship in graduate programmes includes: (i) tuition waiver, (ii) monthly stipend payments and (iii) benefits. The coverage of the scholarship is determined by regulations implemented by the presidency each year.


7.1.3 The prospective advisors, who would like to offer admission for MS or PhD students with their external project fundings (i.e., TÜBİTAK, EU, or industry-funded projects) are required to prove that they have at least one year of personnel budget to honour the offer and are also expected to commit to provide this budget even though they may want to discontinue to advise the student within the first year of their study due to acceptable reason.

### 7.2. Scholarship Periods

7.2.1. Scholarship support is maximum 4 semesters (24 months) for masters programmes with thesis; maximum 10 semesters (60 months) for doctoral programmes applied with undergraduate degree; maximum 8 semesters (48 months) for doctoral programmes applied with a masters degree.

7.2.1.1. Due to their structural features, the scholarship support period for the **Business, Archaeology and Art History** and **History** Doctorate programme is maximum 10 semesters (60 months) for those accepted with a masters degree, and maximum 12 semesters (72 months) for those accepted with an undergraduate degree.

7.2.2. In case of a demand for additional period to continue thesis studies and with the condition that related Institute Executive Committee approves the demand, the tuition waiver only can be extended for two more semesters maximum. The extension of monthly stipend payment and benefits during the additional period is an exception and can only be done with the recommendation of Institute Executive Committee and the approval of the Vice President for Research and Development.

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### 7.3. Program Durations

7.3.1. Master Programs with-thesis must be completed in maximum 6 semesters (36 months). Students who do not complete the program in the specified duration will be dismissed.

7.3.2. Doctorate programs must be completed in maximum 12 semesters (72 months) for students admitted with a master with thesis degree and maximum 14 semesters (84 months) for students admitted with a bachelor's degree. Students who do not complete the program in the specified duration will be dismissed.

### 7.4. Appointment of Thesis Advisor

7.4.1. All MS/A students in graduate programs must have a graduate advisor who is appointed by the Graduate School of the student no later than the end of the student's 1<sup>st</sup> semester in the program. After the appointment of the advisor, student must submit their thesis proposal to the graduate office no later than the end of the 2<sup>nd</sup> semester.

7.4.2. All PhD students in graduate programs must have a graduate advisor who is appointed by the Graduate School of the student no later than the end of the student's 2<sup>nd</sup> semester in the program.

7.4.3. If a thesis advisor cannot be found by the end of the student's 2<sup>nd</sup> semester in the program or if the assigned advisor does not want to continue advising (provided this is justified and this justification is approved by the IEC) and another thesis advisor cannot be found, tuition waiver, scholarship, benefits will be terminated.

### 7.5. Completion of Course Requirements

7.5.1. The course and seminar requirements for the MS/A programs must be completed in maximum 4 semesters (24 months). Students who do not complete the requirements within the specified duration will be dismissed.

7.5.2. The course requirements for the PhD programs must be completed in 4 semesters (24 months) for students admitted with a masters with thesis degree, 6 semesters (36 months) for students admitted with a bachelor's degree. Students who do not complete course work within the specified duration will be dismissed.

### 7.6. Doctoral Qualifying Exam

7.6.1. Students admitted with a masters degree must take the PhD qualifying exam no later than the 5<sup>th</sup> semester. Students admitted with a bachelors degree must take the PhD qualifying exam no later than the 7<sup>th</sup> semester.

7.6.2. Students who fail the Qualifying Exam in their first attempt must take the exam in the following semester.


7.6.3. Students who fail to take the qualifying exam within the required timeline will be automatically considered as unsuccessful in their first attempt.

7.6.4. Students who fail the qualifying exam in their second attempt will be dismissed.

### 7.7. Thesis Proposal (Doctorate Only)

7.7.1. PhD students must defend their thesis proposal to the thesis monitoring committee within the six months after the completion of the qualifying exam.

Students who are unsuccessful in their first proposal defense may re-defend the thesis proposal with the same advisor and topic within 3 months. Alternatively, the student may opt to change the advisor and/or the thesis topic, in which case the student will be given an extension of 6 months.

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7.7.2. Students who fail to defend their thesis proposal within the required timeline will be automatically considered as unsuccessful in their first attempt.

7.7.3. Students who fail to successfully propose their thesis in the second attempt will be dismissed.

### **7.8. Thesis Monitoring Meetings (PhD Only)**

7.8.1. Once the thesis proposal is accepted, the thesis monitoring committee must meet twice a year between January - June and July – December to evaluate the progress of the thesis. Monitoring committee meetings are evaluated as successful and unsuccessful.

7.8.2. Students who fail the thesis monitoring meetings in two consecutive terms or three non-consecutive terms will be dismissed from the doctorate program.

7.8.3. Students must complete at least 3 thesis monitoring meetings before their thesis defence.

7.8.4. Students who fail to schedule and complete the thesis monitoring committee meetings within the required timeline described above will be considered unsuccessful.

### **7.9. Thesis Defense**

7.9.1. Master students must defend their thesis no later than 6 semesters (36 months).

7.9.2. Doctorate students admitted with a masters degree must defend their thesis no later than 12 semesters (72 months). Doctorate students admitted with a bachelor degree must defend their thesis no later than 14 semesters (84 months).

7.9.3. Students who are unsuccessful in their thesis defense will be dismissed.

### **7.10. The Content and Evaluation of Teaching Assistantship Training**


7.10.1. Apart from their course requirements, Master with Thesis and Doctorate students, are expected to successfully fulfill their Teaching Assistantship Training duties which is a part of their education to prepare them for academic and research positions after their graduation. Graduate Assistantship Training is limited to 10 hours per week and its content might change according to the programme. As such, the programme-specific content of the Graduate Assistantship is defined on the Institute websites.

7.10.2. The teaching assistantship performances of the Masters with Thesis and Doctorate students are evaluated three times a year, in fall, spring and summer.

### **7.11. The Content and Evaluation of The Research Assistantship Training**

7.11.1. In the Research Assistantship Training part of the education of Masters with Thesis and Doctorate students, the students are expected to participate in all research activities including their thesis study. The main purpose of the research assistantship training is to familiarize the students with current research and development subjects and to give them experience in these fields, to provide them with the skills to define original and novel research and development subjects, and to teach them the critical steps and scientific methods of conducting a research through practice. Since how these proficiencies can be provided can differ among different programmes, the Research Assistantship Training content is defined in detail in respective institute websites.

Research Assistantship Training generally includes the students' thesis work, pre-research and side research activities necessary for the students' thesis, or work that will increase research proficiency; therefore, it is not possible to define a time limit. However, in the cases which the students collaborate with members of the faculty other than their thesis advisors, their thesis subjects or other units (i.e., research centers), the maximum time expected from them for these activities is 10 hours per week.

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7.11.2. The research assistantship performances of the Masters with Thesis and Doctorate students are evaluated three times a year, in fall, spring and summer.

### 7.12. The Conditions of Scholarship Continuation and Termination

7.12.1. The continuation of the scholarships for Masters and Doctorate students depend on their academic and assistantship training success levels. The conditions for the termination or the reinstatement of the scholarships are presented in the table below (see Table 1). The conditions for the termination or for the decision to reinstate and to execute the reinstatement (such as the time of start and conditions for reinstatement) are determined by the Institute Executive Committee decision and are delivered in a written form to the student.

The cessation of the Tuition Waiver, indicated in Table 1, means that the student will pay the annual tuition fee for the programme of study, indicated on the related Institute Web page and defined by the rules of the said institute starting with the semester that follows cessation date and the consecutive semesters.

7.12.2. In case of conditional acceptance, the condition must be fulfilled within the deadline given in the offer letter of the student. If the condition is not fulfilled the scholarship will be terminated. The scholarship can be reestablished with the decision of Institute Executive Committee, if the student fulfills the condition in the next six (6) months after the deadline given in the offer letter. If not, the student will be dismissed.

7.13.3 In special cases, students can apply for scholarship continuation to the Institute with a petition explaining their situation. Institute processes this petition by taking the student advisor's opinion into consideration, and the petition is discussed and decided upon at the Institute Executive Committee.

### 7.13. Other Provisions

7.13.1. For students that are not covered by the scholarship, the rules defined by Koç University Graduate Education Regulations apply.

Table 1. The conditions for student dismissals and the termination of the masters and doctorate scholarships.

	Tuition Waiver	Monthly Stipend Payment	Benefits (i.e. free residency, private health insurance, food coupons)
<b>If the SPA average of two semesters falls below 2.7.</b>	Discontinued	Discontinued  (If the average grade* increases to 3.0 scholarship can be reestablished with the decision of Institute Executive Committee and the approval of thesis advisor.)	Discontinued  (If the average grade* increases to 3.0 scholarship can be reestablished with the decision of Institute Executive Committee and the approval of thesis advisor.)
<b>If the thesis course grade is “unsatisfactory” for two semesters</b>	-	Discontinued	Discontinued
<b>Expiration of scholarship period (see Article 7.2.1)</b>	Discontinued	Discontinued	Discontinued




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<b>Expiration of the extension period (see Article 7.3)</b>		Student dismissed	
<b>Incompletion of Course Requirements (see Article 7.5.)</b>		Student dismissed	
<b>Two times failure in PhD Qualifier exam (see Article 7.6.)</b>		Student dismissed	
<b>Two times failure in PhD Thesis Proposal Defense (see Article 7.7.)</b>		Student dismissed	
<b>Two consecutive or Three non-consecutive failures in doctoral thesis monitoring meetings (see Article 7.8.)</b>		Student dismissed	
<b>Failure in thesis defense (see Article 7.9.)</b>		Student dismissed	
<b>Two semesters of failure in TEACH 500 or THESIS 595/695 courses (see Article 7.10. and 7.11.)</b>	Discontinued	Discontinued	Discontinued
<b>Not fulfilling the condition of acceptance within the required period (see Article 7.12.2)</b>	Discontinued  (If the condition is fulfilled within the next six (6) months the scholarship can be reestablished with the decision of Institute Executive Committee)	Discontinued  (If the condition is fulfilled within the next six (6) months the scholarship can be reestablished with the decision of Institute Executive Committee)	Discontinued  (If the condition is fulfilled within the next six (6) months the scholarship can be reestablished with the decision of Institute Executive Committee)
<b>Not fulfilling the condition of acceptance within the extended period (see Article 7.12.2)</b>		Student dismissed	
<b>If a thesis advisor cannot be found or if the assigned advisor does not want to continue advising (provided this is justified and this justification is approved by the IEC) and another thesis advisor cannot be found (see Article 7.4.)</b>	Discontinued	Discontinued	Discontinued
<b>Disciplinary Infraction</b>	May be discontinued (With the decision of IEC)	May be discontinued (With the decision of IEC)	May be discontinued (With the decision of IEC)

*Note: \* The undergraduate courses approved by the Institute are added to the calculation of the grade average for the Masters students. The undergraduate courses cannot be included in the calculation of the grade average for Doctorate students.*

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## 8. RECORDS

Related institutes are responsible for notifying Directorate of Financial Affairs and Registrar's Office of the changes in the scholarship situation of the students.

## 9. REVISION

Responsibility for the revision and updates of these regulations, based on the feedback from the institutes, belong to the Office of Vice President for Research and Development. Revisions are made in April of each year.

## 10. TABLE OF CHANGES/DISTRIBUTION/APPROVAL

Amended Page	Date	Amendment	Author
7	20.05.2016	Revised Publication	
	29.12.2017	Revised Publication	
2	15.01.2021	7.1.3 has been added	

### Distribution (Related Departments)

President's Office, All Colleges and Institutes, Registrar's Office,  
Directorate of Financial Affairs, Career Center

The Approval of Aptitude (Vice President):	Approval of Execution (President):
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