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Welcome to Koç University
Director’s Message

Graduate School of Social Sciences and Humanities (GSSSH) is celebrating its 14th year with over 500 graduates and 27 graduate programs embracing a wide range of disciplines including Law, Economics, International Relations and Political Science, Design and Technology, History, Archeology, History of Arts, Sociology, and Psychology. The mission of GSSSH is “To develop leaders to contribute to science and practice in fields of social sciences by providing competencies and skills necessary to conduct high-quality research that has the potential to contribute to universal knowledge as well as social policies in Turkey”. We are proud of our students embracing this mission by keeping the bar ever so high for themselves. Supporting the career development of our students is our primary responsibility. We provide financial support for professional trainings outside KU, invite world-renown distinguished scholars for seminars and workshops, and encourage exposure to international scholarly communities through exchange programs, conferences or research trips.”
Part 1
GETTING STARTED
Week of Orientation and Welcome

New Comers’ Student Orientation is generally held one week before the beginning of the Fall Semester.

Following events are held during orientation week:
◇ Registration
◇ Moving to Graduate Student Housing
◇ General Graduate Student Orientation
◇ Graduate School Orientation
◇ International Graduate Student Orientation
◇ Mandatory KOLT Training (LLM students are excluded)

Registration Documents
◇ University Diploma (Please kindly bring the original diploma’s with you from your Undergraduate, Masters and PhD studies. Once we make copies from the originals, we will give you back your diplomas)
◇ Transcript (from all the Universities previously attended)
◇ Copy of Passport or Turkish National ID
◇ 2 Bio-metric Photographs (3x2 cm) with white background.
◇ GRE / ALES Scores (Not required for LL.M. w/Thesis International students)
◇ TOEFL, YÖKDİL or YDS Scores (If you are a native speaker of English please ignore this requirement)
◇ Payment Receipt (for tuition paying students)
◇ Military Status Certificate for all Turkish citizen male students.

How to Register to Courses
New students enroll to courses during the add/drop period. Please see Academic Calendar for dates. All existing students plan and enroll to courses following registrar’s announcement.

KUSIS Enrollment Tips & Tricks: registrar.ku.edu.tr/kusis-101/
KUSIS How-To: registrar.ku.edu.tr/how-to-videos/

Student ID Cards
ID Cards are issued following registration. Students are required to carry their ID while entering and on campus.

You also need your Koc ID card for on-campus facilities such as booking a study room, borrowing a book from the library or getting a locker at the gym etc.

Student ID cards are free of charge. However, a fee will be charged for lost ID cards.
For lost ID cards, students must first pay the fee to the Yapı Kredi Bank and then go to the security office. (Presidents Building Floor -1)

Bank Account
In order to receive your monthly stipends/housing aid, travel reimbursements and other cash transactions all students must have a bank account with Yapı Kredi.

A branch of the bank is available on our campus located in the Student Center.

Students must notify the Graduate office once they activate their bank account by sending their IBAN number.

For international students:
To open a bank account a student must have a residence permit and/or TAX ID number.
Please contact International Community Office (ICO) @ico@ku.edu.tr to inquire about how to obtain a TAX ID number.
Residence Permits (International Students)

Residence permit is required of anyone who will stay in Turkey for longer than three months or the amount of time granted through a visa. Therefore, all students are obliged, by law, to apply for and obtain a residence permit upon their arrival in Turkey.

International Community Office (ICO) supports all students with the residency process.

ICO office is located: Student Center Lower 3rd Floor, B391 A
ICO staff: https://ico.ku.edu.tr/about-us/staff-listing/
Email address: ico@ku.edu.tr
For all details on how to apply/renew please visit: https://ico.ku.edu.tr/students/residence-permit/

KUSIS/EMAIL Address

You will be able to access your email account using http://my.ku.edu.tr/
All student email accounts are GMAIL based.
When activating your email you will use your KU ID (given during registration and contains initial letters of your first name and your last name + year started e.g. Adam Smith 2017 = asmith17) and the default password will be either your TC number or your student ID number as it will appear on your ID cards. Sample Password KU0099999* Please remember to add KU)
How to access your email? : https://it.ku.edu.tr/how-to/access-ku-e-mail/

Istanbul Card

Istanbulkart is a form of electronic ticketing used instead of cash on public transportation in the Istanbul. It can be used on buses, tmetro, funiculars, tramways, and ferries.
To get a an Istanbul Card please visit the website of IETT

Health Insurance

All students (except for LLM) are offered Health Insurance as a part of their scholarship.

Health Insurance forms are provided during orientation.
All students must submit their completed and signed Insurance Forms to the graduate office latest by the end of the first school week.
Health Insurance Form/Coverage Details/ Expense Claims can be found at: https://gsssh.ku.edu.tr/en/student-guidelines/health-insurance/
Expense claims should be directly submitted to HR office located on the ground floor of the Presidents Building.

SETCARD (Meal Cards)

Full-time PhD Students may receive monthly meal cards as a part of their scholarship.
Meal Cards are provided to PhD students one month (approximately) following registration and will be distributed from the graduate office.
Cards are uploaded automatically every month.
For lost cards please contact @ gss@ku.edu.tr

Laptops (If Offered)

Students may be offered laptops as a part of scholarship for the duration of their education.
All laptops are distributed from IT office located by the post office.
Contact person: Cenk Pataci @ cpataci@ku.edu.tr
For any programs that needs to be downloaded to your computer, kindly consult the IT office. You can also use TRACK.IT self-service https://it-trackit.ku.edu.tr/ for any IT related problems and questions.

Lost and Found

Please visit the office B124 at Rectorate Building (ext:3639) if you’ve lost or found something.
Teaching Assistant Mandatory Workshops
(Required for all students except LAW and Non-Thesis)

Teaching and Research Assistantships are integral parts of the teaching and research activities at Koç University and graduate students’ participation in these activities contributes to their training as teachers and researchers. All MA (with thesis) and Ph.D. students are required to perform TA-RA tasks, regardless of their funding source (e.g., Tubitak, project grant) or lack of it (i.e. tuition waiver). Only students in the non-thesis MA programs are exempt from TA-RA tasks.

TA and RA tasks are performed in Fall, Spring and Summer terms. For TA/RA details: https://gsssh.ku.edu.tr/en/student-guidelines/teaching-research-assistantship/

Housing

Students may be offered shared housing as a part of their scholarship. Koç University graduate student apartments are located near campus and are fully furnished. Student will need to bring their own towels and linens along with their personal belongings.

Students are given accommodation for the duration of their education as stated in the offer letter (generally two years for LLM/MA/MS and four years for PhD, there may be exceptions based on program duration)

Housing forms and details are provided along with your offer letter. Please see useful links for housing enclosed for details:

https://dorm.ku.edu.tr/assistant-apartments
https://dorm.ku.edu.tr/services
https://dorm.ku.edu.tr/home

Shuttle & Bus Schedule

https://ogs.ku.edu.tr/facilities-management/shuttles

Parking & HGS

HGS (Fast Transit Pass) stickers are provided free of charge only to PhD students upon availability.

HGS sticker registration office: Student Center Third Basement (-3) Room B 344.

Documents required for a new HGS sticker or the activation of an existing sticker:
1. HGS registration form (you can print the attachment to this announcement or get a copy from the Student Center in room B 344)
2. Driver License (original and copy)
3. Vehicle license (original and copy)
4. Student Identification Card (original and copy)

HGS KAYIT FORMU

All other students are required to pay a parking fee.

Parking rules: https://ogs.ku.edu.tr/security/traffic-rules

Printing

For each semester M.A. students are allowed 750 pages print quota while Ph.D. students are allowed 1000 pages. Your credit is uploaded to your name by CIT automatically in the beginning of every semester (Spring, Fall, Summer).

For more credit, first get the approval of your advisor/program coordinator and send an email to Gülçin Erdiş (gerdis@ku.edu.tr). 500 additional pages will be uploaded accordingly.

For any additional request you will need to pay 25 TL for every 500 pages. Students should not use their own quota for the TA/RA tasks and get assistance from the Dean’s office.

The cost of print quota is paid to Yapı Kredi Bank, Koc University account. After you complete the payment please take the payment receipt to IT – Service Desk.
Part 2
KEY PEOPLE / OFFICES

Graduate School of Social Sciences and Humanities:
O: CASE Z13
M: gsss@ku.edu.tr

Tuğçe Şatana
Administrative & Academic Coordinator
M: tsatana@ku.edu.tr
T: +90 212 338 1883

Gülçin Erdiş
Administrative Assistant
M: gerdis@ku.edu.tr
T: +90 212 338 1814

Melissa Abache
International Student Recruitment
M: mabache@ku.edu.tr
T: +90 212 338 11 78
O: 111A

Elif Özlem Yılmaz
Reporting and Planning Assistant Specialist
M: elyilmaz@ku.edu.tr
T: +90 212 338 1828

International Student Information: https://graduate.ku.edu.tr/content/contact-us

Housing:
Sevcan Şimşek
M: ssimsek@ku.edu.tr
T: +90 212 338 11 05
O: RF Campus Dormitory Management S Building
W: https://dorm.ku.edu.tr/tr/assistant-apartments
W: https://ogs.ku.edu.tr/dormitory/members

Mert Şanıvar
International Student Services
M: ico@ku.edu.tr
T: +90 212 338 1354
O: Std. Center -3 B391A

Research Development:
Seda Akçakoca
M: sakcakoca@ku.edu.tr
T: +90 212 338 16 78

Office of International Programs: https://oip.ku.edu.tr/
Registrar: https://registrar.ku.edu.tr/
IT: https://it.ku.edu.tr/
Health Center: https://hc.ku.edu.tr/
Library: https://library.ku.edu.tr/
Dean of Students: W: https://dos.ku.edu.tr/ O: Student Center -3 B399

Committee on Human Research (CHR):
CHR is the administrative body at Koç University, established to protect the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of Koç University.
M: chr@ku.edu.tr
O: School of Medicine 2nd Floor Room: 272

Clinical Trials Ethics Committee:
Belmont Report
Declaration of Helsinki
EU Clinical Trials Directive (2001/20/EC)
EU Clinical Trials Directive (2005/28/EC)

Student Health and Counseling Services (SHCS)
Students can consult the Counseling Services when they would like to receive psychological support or psychological counseling. To make an appointment with a Psychological Counselor please email: kures@ku.edu.tr
https://dos.ku.edu.tr/counseling-services-center

Emergency Numbers
Health Center (HC)/ Sağlık Merkezi (SM) Acil 11 22
HC Reception-Appointment/SM Resepsiyon-Randevu +90 212 338 1273
○ Health Center Fax / Sağlık Merkezi Fax +90 212 338 1272
○ Public Hospital Emergency / Devlet Acil Ambulans +90 212 338 1112
○ American Hospital / Amerikan Hastanesi +90 212 311 20 00
○ Security Office Emergency / Güvenlik Ofisi Acil +90 212 338 3535/3636/3060
○ International Student 24/7 Hotline: 0549 790 8340

Emergency Guidelines: https://oip.ku.edu.tr/?q=emergency-guidelines

RETURN TO INDEX PAGE
Graduate Tuition and Fees

Payment of Stipends
Duration of the payments are indicated on your offer letter. KU stipends are paid in the beginning of the month while project payments are paid at the end of the month.

Payments
All tuitions (for paying students) must be paid in two installments. Payment details are provided on your offer letter.

Part 3
TUITION, FEES & FINANCES

Period of Study MA/LLM
The duration of the Master program, regardless of which semesters the student has registered for, is four semesters, starting from the period in which the courses for the registered program are given and it should be completed in six semesters at most. Students who do not complete the program by the end of the sixth semester is dismissed.

Period of Study PhD
The duration of the doctoral program, regardless of which semesters the student has registered for, is at least eight and at most twelve semesters for students accepted with a Master degree, and at least ten and at most fourteen semesters for students accepted with a Bachelor degree. Students who do not complete the program within this timeline will be dismissed from the program.

Period of Completing Courses PhD
The maximum time allowed to successfully complete the credit courses required by the doctoral program is four semesters for the students who are accepted with a thesis Master degree and six semesters for the students who are accepted with a Bachelor degree. Students exceeding the terms allowed are dismissed from the program.

Period of Completing Courses MA/LLM
The maximum time allowed to successfully complete the credit courses required by the MA/LLM program is four semesters. Students exceeding the terms allowed are dismissed from the program.

Selecting Courses
All graduate students are encouraged to meet with their academic coordinator to plan their course schedules before course registration. Newly admitted students are encouraged to review program’s course offerings through the websites of the related graduate programs, although they may not register for courses until meeting with their academic advisors and possibly until the first week of classes.
All courses registration are done through KUSIS, except undergraduate course registration. Undergraduate courses are added through add/drop form:
Students who do not register to a course will fall in to non-students status. (If you have completed all course requirements you must enroll to a Thesis Course.)
How to select courses from KUSIS

KUSIS How-To: http://registrar.ku.edu.tr/how-to-videos/

Course Requirements

M.A./LLM

Required Courses: M.A. Students must take a minimum of seven courses* (21 Credits) in the course of the M.A Program. Some programs may require more than seven courses.

Additionally, students are required to take 4 non-Credit courses;
- ENGL 500: Academic Writing (Required to be completed in the 3rd Semester)
- TEACH 500: Teaching Experience (Required to be completed in the 1st semester)
- COURSE 595: Thesis Course (Required every semester after completing all the course requirements and starting the Thesis)
- COURSE 590: Seminar Course (Non-Credit)

*Students are urged to complete all course requirements by the end of the 3rd semester.
*All students must complete a mandatory course on scientific research methods and research and publication ethics. (Credit or Non-Credit)
*All courses graded C- and below must be repeated or replaced with another course if approved by the department. Required core courses must be repeated.

PhD

Required Courses: Ph.D. Students must take minimum of seven courses* (21 Credits) in the course of the Ph.D.

*Some programs may require more than seven courses.
*Students admitted with a BA degree are required to take 14 courses (42 credits).

Additionally, students are required to take 3 non-Credit courses;
- ENGL 500: Academic Writing
- TEACH 500: Teaching Experience (Required to be completed in the 1st semester)
- COURSE 695: Thesis Course (Required every semester after passing the Qualifying exam)

*All students must complete a mandatory course on scientific research methods and research and publication ethics. Required core courses must be repeated.
*All courses graded C- and below must be repeated or replaced with another course if approved by the department.

Taking Courses from different departments:

MA/LLM/PhD students can take courses from other relevant graduate programs offered at KU or other Universities with the approval of the program coordinators.

Undergraduate Courses:

MA/LLM: MA/LLM students may take one or two undergraduate level course, if approved by the program coordinator to be counted towards course credit.

PhD: Undergraduate courses cannot be counted towards degree requirements. However, Ph.D. students may audit undergraduate courses with the approval of the course instructor.

Independent Study (INDEP):

Independent Study course is not a regularly scheduled university course, but is arranged, planned and managed by a supervising professor in conjunction with the goals that are proposed by the student, and then refined and approved by the supervising professor.

Student may take one Independent Study course to be counted towards course credit. To take an INDEP course students must complete the enclosed form and submit it to the graduate office.


Language Courses All graduate students may take language courses of their choice or requirements of the program. Language courses may not be calculated towards degree requirements. (exceptions may apply with the departments approval)

Transferring Courses from previous studies Please consult with GSSSH office and then with the program coordinator.

Adding/Dropping Courses: With the approval of your department coordinator and the instructor of the course, students can change, add or drop courses during the Add/Drop dates in the academic calendar.
Dropping a course must be done by the add/drop deadline published in the Academic Calendar for that semester.

After the add/drop deadline the courses can not be dropped.

Course add drop form can be found [here](https://gsssh.ku.edu.tr/en/student-guidelines/ders-kayitbirakma-formu/).

**Withdrawal**

After the add-drop period is over, students can withdraw from a course until the withdrawal deadline stated on the academic calendar. Students do not receive a letter grade on a course they withdrew from, instead, the letter ‘W’ is recorded on the transcript.

**Kusis steps to Withdraw**

Main Menu → Self Service → Research Activities → Service Requests → Create New Request → VIEW ALL → Enrollment Changes → Next → Withdraw from a Course → Next → COURSE CODE in "Comment" section. → SUBMIT

**What is the difference between dropping and withdrawing?**

◇ Dropping a class after the add/drop period has ended is considered as a withdrawal.

◇ If a student drops a course, the course will not be included on their transcript.

◇ If a student withdraws from a course, the course will be included on their transcript with a 'W.' This 'W' indicates that the student attempted the course but eventually withdrew prior to completing the course for a letter grade. ‘W’s do not count towards a student’s GPA.

**Withdrawing from courses / What are the rules regarding withdrawal from a course?**

◇ Students may withdraw from a course at their own discretion. They must, as a courtesy, notify their instructor and the advisor of their intention, and obtain the withdrawal petition. The withdrawal deadline is published in the Academic Calendar for each semester.

**Appointments of Thesis Advisor**

MA/LLM students are required to choose a thesis advisor by the end of first semester. PhD Students are required to choose an advisor latest by the end of the second semester. All advisor appointment forms must be submitted to the GSSSH office.

**Qualifying Exam (PhD)**

Students who are accepted with a Master degree must take the qualifying exam until the end of the fifth semester, and students who are accepted with a Bachelor degree must take the qualifying exam until the end of the seventh semester the latest.

Students who fail the exam in the first round can re-take the exam within the next six months.

Students who fail the exam in the second trial are dismissed from the program.

Form required can be found at: [here](https://gsssh.ku.edu.tr/en/academics/international-relations-and-political-science/phd/program-milestones/). All forms should be submitted to the graduate office.

**Thesis Proposal (PhD)**

All PhD Students must submit a Thesis Proposal within the six months after passing the Qualifying Exam.

Form required can be found at: [here](https://gsssh.ku.edu.tr/en/academics/international-relations-and-political-science/phd/program-milestones/). All forms should be submitted to the graduate office.

**Thesis Proposal (MA/LLM)**

All MA/LLM Students must submit a Thesis Proposal by the end of their second semester.

Please click for the Form required. All forms should be submitted to the graduate office.

**Thesis Proposal Form**

**Thesis Monitoring Committee (PhD)**

Thesis Monitoring Committee (Tez İzleme Komitesi) must be formed one month after your Ph.D. Qualifying exam and should consist of minimum three members (all members must be affiliated with a university or an academic institution and must at least hold an “Assistant Professor” title).

1. Your thesis advisor
2. Member from your department (From KU)
3. Member from another University or another department at KU

In the case that you have co-advisors then your Thesis Monitoring Committee will consist of minimum four members (one advisor and three members from other institutions).
Committee should have five members:
1. Your thesis advisor
2. Your thesis advisor
3. Member from your department (From KU)
4. Member from your department (From KU)
5. Member from another University or another department at KU

Form required can be found at: https://gsssh.ku.edu.tr/en/academics/international-relations-and-political-science/phd/program-milestones/

All forms should be submitted to the graduate office.

Thesis Monitoring Meetings (PhD)

Following the approval of Thesis Proposal all students should hold Thesis Monitoring Committee Meetings every six months.

Form required can be found at: https://gsssh.ku.edu.tr/en/academics/international-relations-and-political-science/phd/program-milestones/

All forms should be submitted to the graduate office.

How to request Transcripts All transcripts are directly requested through Registrar.

How to request Petitions from KUSIS
https://registrar.ku.edu.tr/en/general-informations/how-to-videos/1490439990333-a2a3ba9d-be6f

How to request Official Letters (Visa Letters/TÜBİTAK Letters etc)
Please email Elif Yılmaz for all official letter requests. eliyilmaz@ku.edu.tr

How to request Travel Support Students can apply to get support for any domestic and/or international conference attendance. PhD students once a year, MA students once during the course of their education. Exceptions may apply and additional support may be provided on special cases.
All travel supports must be first approved by the students advisor and then by the Graduate Office.
Form can be reached at : https://gsssh.ku.edu.tr/ogrenci-klavuzu/seyahat-formu/

How to request Extra Training Support Students can apply to get support for additional training activities. All research support requests must be first approved by the students advisor and then by the Graduate Office.
Funding is provided based on available budget and the type of training.
Form can be reached at : https://gsssh.ku.edu.tr/ogrenci-klavuzu/seyahat-formu/

Part 5

RESOURCES/FACILITIES

Bank https://ogs.ku.edu.tr/tr/social-services/banking
Dining Facilities http://ogs.ku.edu.tr/facilities-management/dining-facilities
Dry Cleaning https://ogs.ku.edu.tr/kua
Hair Saloon https://ogs.ku.edu.tr/kua
Ice-Skating http://ogs.ku.edu.tr/facilities-management/ice-skating
Library https://library.ku.edu.tr/en/hours
 Migros (Grocery) https://ogs.ku.edu.tr/node/263
Please take a look at https://www.ku.edu.tr/en/navigation/campus-life for further information on Koc University’s Campus Facilities
Post Office https://ogs.ku.edu.tr/tr/ptt
Shuttle Facilities http://ogs.ku.edu.tr/facilities-management/shuttles
Sport Facilities http://sport.ku.edu.tr/
Swimming Pool http://ogs.ku.edu.tr/facilities-management/swimming-pools
Part 6
GRADUATION

Graduation Requirements/Thesis Defense
https://gsssh.ku.edu.tr/ogrenci-klavuzu/mezuniyet-proseduru-2/

Graduation Clearance Form
◦ Clearance from the Library that you do not have any books that are due
◦ Clearance from Mali İşler that you do not have any outstanding balance
◦ Clearance from CIT that you have returned your laptop
◦ Clearance from housing office that you have returned your keys (students staying in dorms)
◦ Students must return their KU ID’s to registrar. ALUMNI ID will be issued following graduation and can be collected from the ALUMNI office.

Commencement
Koc University Commencement is generally held in mid-June.
KU Alumni https://mezun.ku.edu.tr/

Part 7
OTHER

Koç University Graduate Rules and Regulations

Koç University Housing Rules and Regulations

Teaching and Research Assistantship at GSSSH

Teaching for Ph.D. Students