KOÇ ÜNİVERSİTESİ
GRADUATE SCHOOL OF HEALTH SCIENCES

FACULTY HANDBOOK

GRADUATE SCHOOL OF HEALTH SCIENCES

GSHS ADMINISTRATION

DIRECTOR

PROF. TUĞBA BAĞCI ÖNDER

VICE-DIRECTORS

PROF. ÇİLER ÇELİK ÖZENCİ

Vice-Director

PROF. FAHRİYE OFLAZ

Vice-Director

ADMINISTRATIVE TEAM

SİMAY ALTUNSOY GÜNEŞ

Reporting and Planning Specialist

ECE AYDOĞAN

Reporting and Planning Specialist

GSHS GRADUATE PROGRAMS AND COORDINATORS

Neuroscience MSc & Ph.D Program
Assoc. Prof. Hale Yapıcı Eser, Assoc. Prof. Atay Vural

Cellular and Molecular Medicine MSc & Ph.D Program
Prof. Ceyda Açılan Ayhan, Assist. Prof. Gözde Korkmaz, Assist. Prof. İrem Durmaz Şahin

Reproductive Medicine Ph.D Program
Prof. Özgür Öktem, Assist. Prof. Serçin Karahüseyinoğlu

Reproductive Biology MSc Program
Prof. Özgür Öktem, Assist. Prof. Serçin Karahüseyinoğlu

Nursing MSc & Ph.D Program
Assoc. Prof. Pelin Karaçay

Medical Microbiology MSc & Ph.D Program
Prof. Füsun Can, Assoc. Prof. Mert Kuşkucu

Medical Physiology MSc & Ph.D Program
Prof. Sacit Karamürsel, Prof. Özlem Yalçın

MD-Ph.D Program
Assoc. Prof. Atay Vural, Assoc. Prof. Hale Yapıcı Eser, Prof. Özlem Yalçın

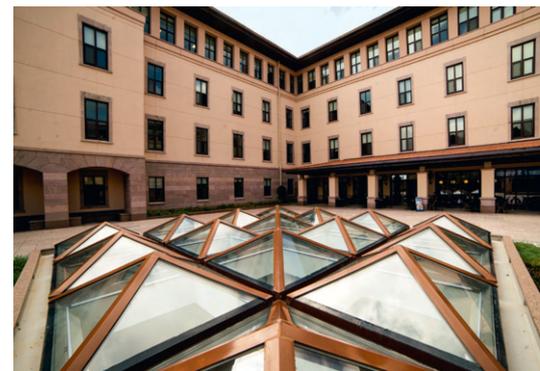Immunology MSc with Thesis & MSc without Thesis & Ph.D Program
Prof. Caner Süsal, Assoc. Prof. Yıldız Tütüncü

Critical Care Nursing MSc Program
Assoc. Prof. Ayda Kebapcı

Global Health MSc with Thesis & MSc without Thesis Program
Prof. Sibel Sakarya, Assist. Prof. İlker Kayı

GRADUATE SCHOOL OF HEALTH SCIENCES

Responsibilities of Graduate School Director and Vice-Directors

Koç University Graduate School of Health Sciences Directors and Vice-Directors are central to the success of graduate education. The Graduate School Director is responsible for the coordination, development, and evaluation of all graduate programs. S/he works with program coordinators to ensure the quality of programs and compliance with state, regional, and national accreditation standards.

Specific duties include:

• serving as the chair of the Graduate School Administrative Council

• ensuring that the Graduate School policies and procedures are uniformly and equitably applied

• working with program coordinators to promote graduate programs

Vice-directors liaise uniquely among the graduate student body, the faculty, and administration. They possess the authority to speak for all programs on any matter. The work of the Vice-Directors includes:

• Leadership

• recruitment and admission

• mentoring

• administration

• planning

Responsibilities of the Administrative Staff

The Administrative Staff of Koç University Graduate School of Health Sciences is primarily responsible for tracking the students' academic processes. The Administrative Staff is expected to provide leadership and ensure that the responsibilities for graduate studies are properly discharged in accordance with YÖK and KU Graduate Teaching and Learning Rules. In addition, the Administrative Staff should keep the Director, Vice-Directors and Program Coordinators informed of relevant items regarding the student processes and the rules and regulations. Some of the other responsibilities of the Administrative Staff include:

• managing the budget according to the financial goals

• record-keeping

• providing administrative support for faculty members and students

• following up on the regulations

• organizing and facilitating a variety of educational or social activities

• organizing the curriculum

• organizing the interviews with the candidate students

• conducting advertising activities for the Graduate School

Responsibilities of Graduate Program Coordinators

Each graduate program is directed by two or three full-time faculty members, responsible for providing the leadership and the general management of the specific program area. Program coordinators are appointed by the appropriate Board of Institute in consultation with the Graduate School Director. Some other responsibilities of program coordinators are:

• reviewing all program-specific applications and recommending admission to the Director

• developing the program curriculum

• monitoring graduate students' progresses

• ensuring maintenance of up-to-date files of all graduate students in their programs, program policies and procedures are uniformly and equitably applied in their program area

• promoting their graduate programs by working with the Graduate School Director

• the course assignment of the TAs

• evaluating the transition requests between the programs

• evaluating the course credit related requests

• administrating the seminars and proposing new courses to the Graduate School

Responsibilities of Graduate School Faculty Members

Some of the specific responsibilities of Graduate School Faculty include, but are not limited to:

• maintaining an acceptable level of scholarly productivity: While the specifics of how this responsibility will be carried out differ from one program to another, all faculty members are expected to be active in discovering and disseminating knowledge.

• teaching graduate courses: Teaching graduate courses at an appropriately advanced level, being available to students to pursue ideas brought up in courses, and participating in developing and updating graduate courses are activities essential.

• conducting and consulting graduate student research: As a direct result of scholarly productivity and strong teaching, an individual is in a position to carry out the major responsibility of a member of the Graduate Faculty—to act as mentor, and to supervise and direct graduate student research.

• serving on examination committees.

• keeping the records of their courses and compiling course packages, which are required by the Higher Education Council.

• archiving exams, presentations, homework, projects, answer keys, and sources must be archived by the faculty members.

Responsibilities of the Graduate Student Advisors

Two of the foremost activities of Koç University are teaching and scholarly activities. From the very start of programs, advising has been considered an integral part of teaching. Faculty members are responsible for:

• acknowledging academic rules and regulations, requirements, and procedures, which apply to their advisees.

• assisting the graduate students in matters ranging from adapting to the university environment to giving guidance throughout their academic education and research activities.

• familiarizing with the graduate school rules and regulations.

• promoting conditions conducive to a student's research and intellectual growth and providing appropriate guidance on the progress of the research and the standards expected.

Good mentoring practice includes the following:

• guiding the student in the selection and planning of an original research topic that can be successfully completed within the expected time frame for graduation.

• establishing a realistic timetable for completion of various phases of the program with the student.

• being easily accessible while also establishing for the student a realistic timeline for receiving feedback. Feedback should be professional and constructive and provide concrete guidance for improvement.

• ensuring that students understand the relevant theories and the methodological and technical skills necessary for the research, including providing information through an ethical review process where applicable.

• tracking the students' processes and ensuring that their students fulfill their responsibilities (such as handling the forms on time) to the GSHS Office.

• encouraging and assisting students to attend and present work at local, national, or international conferences and to publish their work in appropriate journals.

• checking the qualifying exam time of their advisee students, following thesis monitoring meeting dates, checking the requirements before the graduation and making sure the required courses of their advisee students are completed, and GPAs are above the necessary score.

Responsibilities of The Student Representatives

The student representatives are responsible for forwarding the students' requests, comments, and complaints to the graduate school administration and compiling student-related information requested by the GSHS.

Responsibilities of the Qualifier Exam Committee

Doctoral qualifier exams are organized and conducted by a five-person Qualifier Exam Steering Committee of each program, recommended by the program coordinators, and approved by the institute board. The committee establishes exam juries to prepare, implement, and evaluate exams in different fields. The exam jury consists of five faculty members, including the advisor, at least two of whom must come from outside their higher education institution. The doctoral Qualifier Exam Steering Committee is responsible for reviewing and approving the exam questions after the exam jury determines them. Exam questions are sent to the Steering Committee of each program and after the committee's approval, the student's exam questions are finalized.
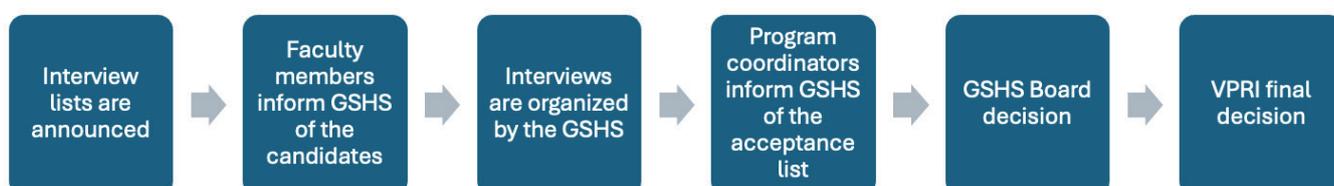
Student Application Requirements

- Resume / CV (Personal and Educational Background Information)
- Statement of Purpose
- 3 Recommendation Letters for Ph.D applicants, 2 Recommendation Letters for MSc applicants
- Official transcripts from all the universities attended
- TOEFL IBT test score: 80 points for Ph.D and MSc applicants
- YDS/YÖKDİL/e-YDS test score (for Turkish applicants): 80 points for Ph.D and MSc applicants
- GRE test score: 156 points in quantitative for Ph.D applicants, 149 points in quantitative for MSc applicants
- ALES test score (for Turkish applicants): 80 points in quantitative for direct Ph.D applicants; 70 points in quantitative for Ph.D applicants; 55 points in quantitative for MSc applicants

Interviews and Admission Processes of Students

Student interviews are conducted by the program coordinators and faculty members who are interested in recruiting candidate students. The student admission schedule is announced to all faculty members at the beginning of each semester. The list of candidates who meet the application requirements is shared with the faculty members by the GSHS office. The faculty members are expected to inform the GSHS of the candidates they would like to invite to the interview until the date specified in the schedule. Interviews are being conducted online or face-to-face, according to the conditions. On the day of the interview, all candidates would be present at the interview location / at the online platform at the specified time. Each candidate is invited to the interview room one by one. After the interview, one-on-one interviews with the candidates can be organized by the faculty members who are interested in knowing the candidate. The program coordinators inform GSHS of the acceptance lists. The Graduate School director, along with the Institute Board members, decides on the acceptance of candidates and the types of funding that are deemed appropriate based on the results of interviews. The final results are decided after the meeting of the director and the VPRI (Vice President for Research and Innovation). The letters of acceptance and the list of documents required for registration are sent to the candidates after the final decision of the VPRI. Candidates who approve the acceptance letter complete their registration at the Registrar's Office during the registration period.

| Interview lists are announced | → | Faculty members inform GSHS of the candidates | → | Interviews are organized by the GSHS | → | Program coordinators inform GSHS of the acceptance list | → | GSHS Board decision | → | VPRI final decision |

Ph.D Students

- Tuition waiver
- Monthly stipend
- Free dormitory room (may be shared, based on the availability) or housing allowance
- Private health insurance (limited coverage)
- Meal Card
- Free HGS (Fast Transit Pass) car stickers for campus entrance
- Travel support (subject to the approval of the Institute Board) to attend scientific events for oral or poster presentations.

M.S. Students

- Tuition waiver
- Monthly stipend
- Free dormitory room (based on the availability)
- Meal Card
- Private health insurance (limited coverage)
- Travel support (subject to the approval of the Institute Board) to attend scientific events for oral or poster presentations.

Presidential Fellowship

For students with outstanding research and leadership potential.

Eligible candidates are offered:

- Full tuition coverage
- New students: Granted 2 years for Ph.D students and 1 year for MSc students.
- Existing students: Granted for 1 year
- Stipend
- Private health insurance
- Free dormitory room or housing allowance
- Meal allowance
- Travel grants for conferences

Tuition Waiver Students

There are different rates of tuition waivers, such as 25%, 50%, and 100%.

%100 Scholarship students are offered:

- Full tuition coverage
- Private health insurance
- Travel grants for conferences

Project-Based Graduate Scholarship

MSc and Ph.D students are accepted to participate in specific research projects funded by external sources such as TÜBİTAK, EU, TÜSEB or industry. The stipend varies depending on the project. If the Koç University scholarship is higher than the scholarship amount of the TÜBİTAK, TÜSEB, or BİDEB projects, these scholarships can be completed with an additional payment based on the upper limit of the projects. Koç University provides the same benefits for all Project-based Graduate Scholarships. Students accepted with TÜBİTAK project scholarships must be funded from the related project for at least 1 year.

- Tuition waiver
- Monthly stipend (depending on the project source)
- Free dormitory room (based on the availability) or housing allowance (only for Ph.D students
- Private health insurance (limited coverage)
- Meal Card
- Free HGS (Fast Transit Pass) car stickers for campus entrance (for Ph.D students only)

Travel support (subject to the approval of the Institute Board) to attend scientific events for oral or poster presentations.

TÜBİTAK-BİDEB Scholarship

Students who receive TÜBİTAK-BİDEB 2210 or 2211 scholarship will be responsible for providing all the requirements and paperwork related to the contract by themselves. Students with this BİDEB scholarship receive their monthly stipends from TÜBİTAK. Koç University provides the same benefits to all BİDEB scholars. If the Koç University scholarship is higher than the scholarship amount of the BİDEB scholarship, an additional payment will be made to match to the upper limit.

TÜRKİYE SCHOLARSHIP (for International Students)

To receive the scholarship, students need to do the following in parallel with the relevant application periods:

1) Student must apply to Koç University using ApplyKU and should be admitted.

2) Student must apply to the Turkiye Scholarships Doctoral Scholarship program using their online application system and be selected. Students accepted in the Fall semesters can apply to the scholarship program.

Please visit https://graduate.ku.edu.tr/content/scholarships for more information or email study@ku.edu.tr.

All of the fellowships, scholarships (including the side benefits), and awards are subject to the continuation of the student's satisfactory academic performance, as stated in the Koç University Graduate Scholarship Rules and Regulations.

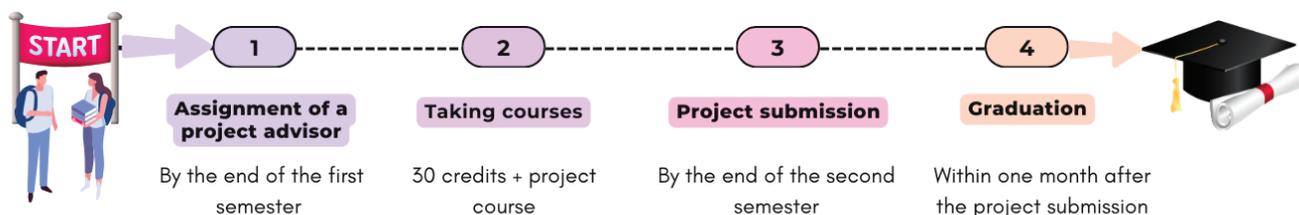Koç University provides the same benefits for all international students.

For other country specific scholarships (for international students): https://international.ku.edu.tr/scholarships/

► M.S. (non-thesis):

Milestones for M.Sc without Thesis Program

START → **1** -------- **2** -------- **3** -------- **4** →

1	2	3	4
Assignment of a project advisor	**Taking courses**	**Project submission**	**Graduation**
By the end of the first semester	30 credits + project course	By the end of the second semester	Within one month after the project submission

PERIOD OF STUDY

The duration of the MSc without thesis program, regardless of which semesters the student has registered for, is two semesters, starting from the period in which the courses for the registered program are given. It should be completed in three semesters at most. Students who do not complete the program by the end of the third semester can not continue the program.

PERIOD OF COMPLETING COURSES

The maximum time allowed to successfully complete the credit courses required by the MSc without thesis program is three semesters at most. Students exceeding the terms allowed are dismissed from the program.
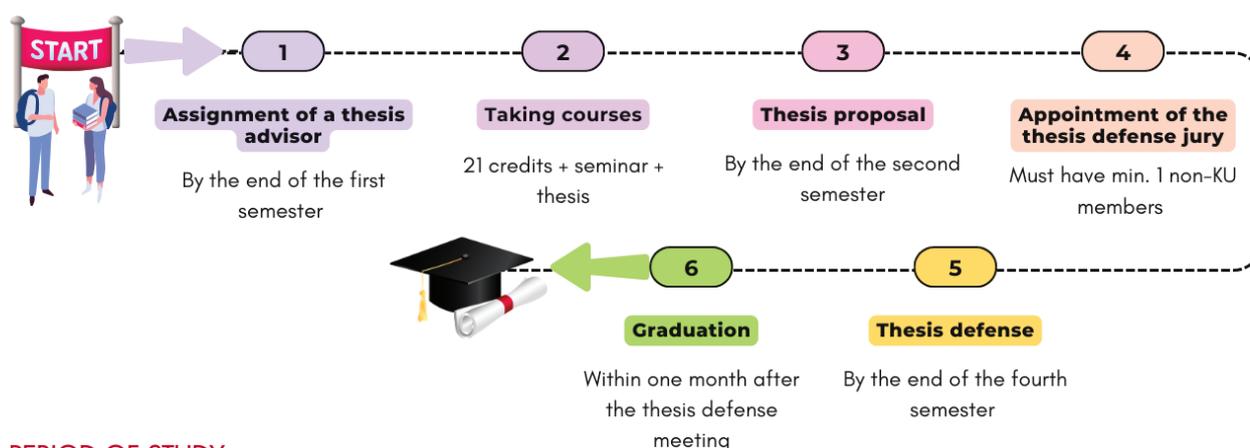
SELECTING COURSES

All graduate students must meet with their program coordinators and advisors to plan their course schedules before course registration. Newly admitted students are encouraged to review the program's course offerings through the curriculum sent by the GSHS. All course registrations are done through the KUHUB system. If students encounter a problem during the course enrollment process, they can ask for assistance from the Registrar's Office. Students who do not register to a course will drop to "non-student" status. Students who do not select courses during the add-drop period must present a valid excuse to later enroll to the courses.

MSc NON-THESIS REQUIRED COURSES:

- MSc with Non-Thesis students must take a minimum of 10 courses (30 Credits).
- COURSE 591: Project Course (For Non-Thesis students). Students must have a minimum of 3.00 GPA to graduate.

► MSc (with thesis):

Milestones for M.Sc with Thesis Program

START → **1** -------- **2** -------- **3** -------- **4**

1	2	3	4
Assignment of a thesis advisor	**Taking courses**	**Thesis proposal**	**Appointment of the thesis defense jury**
By the end of the first semester	21 credits + seminar + thesis	By the end of the second semester	Must have min. 1 non-KU members

6	5
Graduation	**Thesis defense**
Within one month after the thesis defense meeting	By the end of the fourth semester

PERIOD OF STUDY

The duration of the MSc 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. It can be extended for two more semesters; and should be completed in six semesters at most. Students who do not complete the program by the end of the sixth semester are dismissed.

PERIOD OF COMPLETING COURSES

The maximum time allowed to complete the credit courses required by the MSc program successfully is four semesters. Students exceeding the allowed terms are dismissed from the program.

SELECTING COURSES

All graduate students must meet with their program coordinators and advisors to plan their course schedules before course registration. Newly admitted students are encouraged to review the program's course offerings through the curriculum sent by the GSHS. All course registrations are done through the KUHUB system. If students encounter a problem during the course enrollment process, they can ask for assistance from the Registrar's Office. Students who do not register to a course will drop to non-students status. Students who do not select courses during the add-drop period must present an excuse to be added to the courses.

MSc REQUIRED COURSES:

MSc Students must take a minimum of seven courses (21 Credits) in the course of the MSc 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)
- TEAC 500: Teaching Experience (Non-Credit, required every semester)
- COURSE 595: Thesis Course (Non-Credit, required every semester)
- COURSE 590: Seminar Course (Non-Credit, required to take and successfully complete once before graduation)
- LIBR 500: (Non-Credit, required to take once before graduation semester)
- KOLT 500-600: Teaching for Higher Education (Non-Credit, required to be completed before assignment as a TA)

Required courses may differ for each program. Students are urged to complete all course requirements by the end of the 3rd semester. Students must have a minimum of 3.00 GPA to graduate. All students must complete a mandatory course on scientific research methods and research and publication ethics (Credit or Non-Credit).

▶ Ph.D

Milestones for Ph.D Program

1 Assignment of a thesis advisor — By the end of the second semester

2 Taking courses — 21 credits (42 credits for direct–PhD) + seminar + thesis

3 Ph.D qualifier exam — By the end of the fifth (seventh for direct–PhD) semester

4 Thesis monitoring committee — Within one month after the qualifier exam

5 Thesis proposal defense — Within six months after the qualifier exam

6 Thesis monitoring committee meetings — At least 3 successful meetings, 6 months apart

7 Appointment of the thesis defense jury — Must have min. two KU members

8 Ph.D thesis defense — By the end of the eighth (tenth for direct P.hD) semester

9 Graduation

PERIOD OF STUDY

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 MSc or MD degree, and at least ten and at most fourteen semesters for students accepted with a Bachelor's degree. Students who do not complete the program within this timeline will be dismissed from the program.

PERIOD OF COMPLETING COURSES

The maximum time allowed to successfully complete the credit courses required by the doctoral program is four semesters for students who are accepted with a MSc (with thesis) or MD and six semesters for students who are accepted with a Bachelor's degree.

SELECTING COURSES

All graduate students must meet with their program coordinators and advisors to plan their course schedules before course registration. Newly admitted students are encouraged to review the program's course offerings through the curriculum sent by the graduate school. All course registrations are done through the KUHUB system. If students encounter a problem during the course enrollment process, they can ask for assistance from the Registrar's Office. Students who do not register to a course will drop to non-students status. Students who do not select courses during the add-drop period must present an excuse to be added to the courses.

Ph.D REQUIRED COURSES:

Ph.D students must take a minimum of seven courses (21 Credits) if they have an MSc with thesis or MD degree. Students admitted with a bachelors degree are required to take a minimum of 14 courses (42 credits). Required courses may differ for each program. Some programs may require more than seven courses. Additionally, students are required to take the following 4 Non-Credit courses;

• ENGL 500: Academic Writing (Required to be completed in the 3rd Semester)

• TEAC 500: Teaching Experience (Non-Credit, required every semester)

• COURSE 695: Thesis Course (Non-Credit, required every semester)

• COURSE 690: Seminar Course (Non-Credit, required to take once before graduation)

• LIBR 500: (Non-Credit, required to take once before graduation semester)

• KOLT 600: Training Course for Graduate Teaching (Non-Credit, required to be completed before assignment as a TA)

All courses graded C- and below must be repeated or replaced with another course if approved by the program coordinators.

▶ MD - Ph.D

Milestones for MD-Ph.D Program
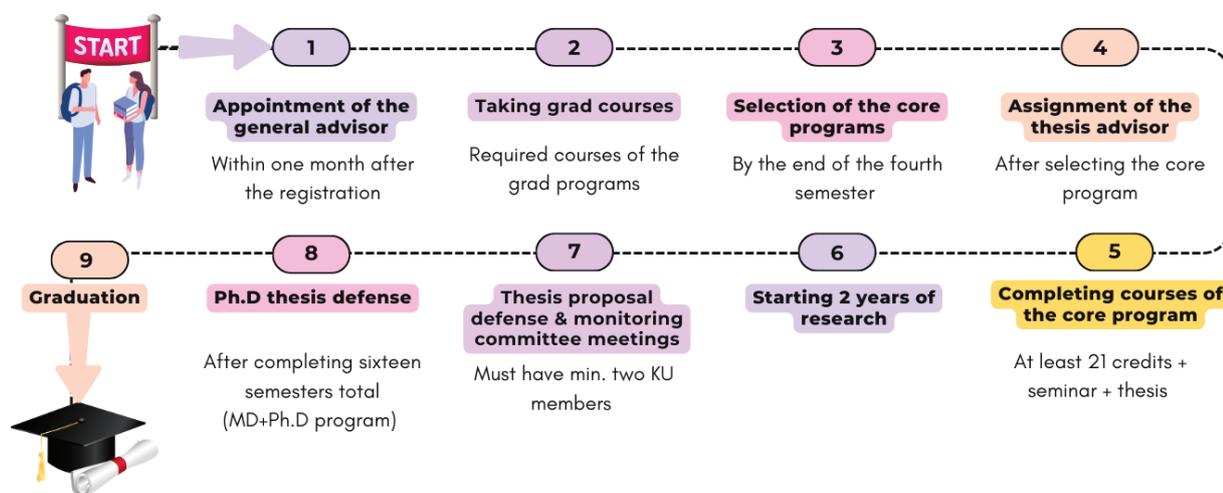
PERIOD OF STUDY

By adding four semesters to medical education, the duration of the program is a minimum of eight years.

This graduate program, which is integrated with the Koç University School of Medicine (KUSOM), consists of 8 years. At the end of the 2nd year, KUSOM Term-II students, whose grade point averages are suitable for the application, are notified by the Education Coordinatorship, and the candidates complete their applications through the system within the framework of the determined dates. Accepted students are expected to start the program as special students and successfully complete the pool courses determined by the Education Coordinator within 2 years and in parallel carry out their research. During this time, all students have a general advisor. At the end of the 4th year, students choose the Ph.D program they aim to continue, and after the acceptance of the students who meet the conditions, advisors are appointed. Students are expected to successfully complete the required courses of the program in the 5th and 6th years, pass the qualification exam, carry out laboratory and experimental studies, and continue their thesis studies. Students, who complete this program, graduate with a Doctor of Medicine (MD) and Doctor of Philosophy (Ph.D) diplomas together.

You can reach the KOÇ UNIVERSITY SCHOOL OF MEDICINE MEDICAL SCIENCE-DOCTORAL INTEGRATED PROGRAM EDUCATION AND EXAM DIRECTIVE on our website:

https://gshs.ku.edu.tr/wp-content/uploads/2022/07/MDPHD_KUSOM_Yonerge.pdf

APPOINTMENT OF THESIS ADVISOR

M.S. students are required to choose a thesis advisor by the end of first semester. Ph.D Students are required to choose an advisor latest by the end of the second semester. All advisor appointment forms must be submitted to the GSHS office.

Required form can be found at: https://gshs.ku.edu.tr/en/current-students/paperwork/

QUALIFYING EXAM (Ph.D)

Students who are accepted with an MSc degree or students with an MD degree must take the qualifying exam by the end of their fifth semester. Direct Ph.D students who are accepted with a bachelors degree must take the qualifying exam by the end of the seventh semester. Students are primarily responsible for tracking their Qualifying Exam timelines, with guidance of their advisors. The qualifying exam consists of two parts: oral and written. Each program have their own guidelines and requirements for the exam.

Students who pass the written part can take the oral part. Students who fail the exam in the first round can retake the exam within the next six months.

Students who fail the exam in the second trial are dismissed from the program. The Qualifying Exam Steering Committee of each program determines qualifying exam calendar for each semester. Qualifying exams are then carried out by a Qualifying Exam Jury consisting of five members recommended by the Qualifying Exam Steering Committee and approved by the Executive Council. The Qualifying Exam Jury consists of five faculty members, including the thesis advisor and two members from an external university. Required forms can be found at: https://gshs.ku.edu.tr/en/current-students/paperwork/All forms should be submitted to the graduate office.

THESIS PROPOSAL (Ph.D)

Students must submit their thesis subject within 1 month after the Qualifying Exam.
All PhD Students must defend a thesis proposal within the six months after passing the Qualifying Exam.

Required form can be found at: https://gshs.ku.edu.tr/en/current-students/paperwork/ All forms should be submitted to the GSHS office.

THESIS PROPOSAL (MSc)

All MS Students must submit a thesis proposal by the end of their second semester.

Required form can be found at: https://gshs.ku.edu.tr/en/current-students/paperwork/ All forms should be submitted to the Graduate Office.

THESIS MONITORING COMMITTEE (Ph.D)

A Doctoral Thesis Monitoring Committee is appointed on the recommendation of the program and approval of the Executive Council within one month after the student passes the Doctoral Qualifying Examination 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" tittle).
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 should have five members;
1. Your thesis advisor 1
2. Your thesis advisor 2
3. Member from your department (From KU)
4. Member from your department (From KU)
5. Member from another University or another department at KU

Required form can be found at: https://gshs.ku.edu.tr/en/current-students/paperwork/ All forms should be submitted to the graduate office.

THESIS MONITORING MEETINGS (Ph.D.)

Following the approval of the Thesis Proposal, all students should hold regular Thesis Monitoring Committee meetings. The Thesis Monitoring Committee meetings must be held at most every 6 months for the student, whose thesis proposal is accepted. There should be at least four months between two follow-up meetings. The student must submit the meeting date and thesis progress report to the GSHS at least 2 weeks before the meeting date. In this report, a summary of the work done and the work plan for the next period are indicated. The report must be submitted to the GSHS after the meeting.

One condition for moving to the thesis defense stage is to have at least three successful Thesis Monitoring Committee meetings. Thesis proposal defense and thesis defense are not counted among these meetings

Required form can be found at and must be filled: https://gshs.ku.edu.tr/en/current-students/paperwork/ All forms should be submitted to the GSHS office.

APPOINTMENT OF THESIS DEFENSE JURY (Ph.D)

TThe Doctoral Thesis Defense Jury is appointed on the recommendation of the program coordinators and with the approval of the Executive Council. The jury consists of five members, including the student's advisor, three of them from the Thesis Monitoring Committee, and at least two members from a university other than the one they are affiliated with. The co-advisor may be in the jury without having the right to vote.

APPOINTMENT OF THESIS DEFENSE JURY (MSc)

Master thesis jury members are assigned with the recommendation of the thesis advisor and the relevant department board with the approval of the Executive Council. Jury members are comprised of three or five faculty members, one of them being the thesis advisor, and at least one jury member from a university other than the one they are affiliated with. If a jury committee is comprised of three members, the co-advisor cannot be a jury member.

HOW TO REQUEST TRANSCRIPTS

All transcripts are directly requested through Registrar. Here you can find the How-to video

https://www.youtube.com/watch?v=6cNaglyY6_Q&t=1s

PART 6 TEACHING & RESEARCH ASSISTANTSHIP

TA/RA Responsibilities of Students

General principles: TAs and RAs are integral to the teaching and research activities at Koç University, and graduate students' participation in these activities contributes to their training as teachers, researchers and fully trained academicians.

Therefore, all MSc (with thesis) and Ph.D students are required to perform TA and RA tasks, regardless of their funding source [e.g., project grant (TÜBİTAK, TÜSEB, etc), KU scholarship, or tuition waiver]. Only students in the non-thesis MSc programs are exempt from TA and RA tasks.

TAs and RAs can contribute to teaching and research in various ways depending on the needs of particular courses and research projects.

Here you can find detailed information about the TA and RA tasks:

https://gshs.ku.edu.tr/en/admissions/teaching-and-research-assistantship/

If the student has successfully completed his/her TA duties, the relevant course instructor must enter his/her TEAC 500 course grade as S (Satisfactory), and if the student has not successfully completed his/her TA duties, the relevant course instructor must enter his/her TEAC 500 course grade as U (Unsatisfactory).

The graduate school takes the TA needs of the faculty members into account; the assignments are made by the program coordinators. Students can be assigned to different tasks; they cannot always be assigned to the labs/courses of their advisors. Students assigned to different labs/courses as TAs must choose the section of the respective faculty member for the TEAC 500 course, and that faculty member grades this course.

RA duties are integral parts of the university and graduate students' academic development. These activities are based on the Thesis Research of the student and are evaluated each semester by the students' advisors. If the student has successfully completed his/her RA duties, the advisor must enter his/her Thesis 595/695 course grade as S (Satisfactory), and if the student has not successfully completed his/her RA duties, the advisor must enter his/her Thesis 595/695 course grade as U (Unsatisfactory).

Students who receive a "U" grade in either of their TA or RA duties are officially warned with a letter, and areas of improvement are discussed with the students and their advisors. The tuition waiver, scholarship, and other benefits of the students who receive a "U" grade in either TA/RA duties in two successive semesters will be terminated.

PART 7 COURSE OPENING PROCEDURES

GSHS announces the course opening period to all faculty members. Faculty members who would like to open a new course are expected to send the course description form (which consists of both the English and Turkish description of the course), the New Course Proposal Form, and the syllabus to the program coordinators and GSHS via e-mail. The program coordinators must forward these requests (if they approve) to GSHS. The grading system in the syllabi must be detailed.

GSHS office compiles these forms and new course offerings are evaluated by the Institute Administration. The GSHS office then submits the new courses to the University Academic Council for approval. The courses approved by the Academic Council are opened on KUSIS. The faculty members, when notifying of new course opening, should also inform a suggested day and hour of the course. After obtaining this information from all faculty members, the GSHS office shares the finalized curriculum with the faculty members and students.

PART 8 ENTERING GRADES

The grade entering is expected to be completed until the date announced by the Academic Calendar.
The faculty members enter the grades using KUSIS. The grades of the students must be complete before graduation.

The faculty members should follow the steps to enter the grades:
KUSIS – Self Service – Faculty Center – My Schedule

Please ensure that the given term is appropriate, then please click the "Grade Roster" link. To be able to enter grades, "Approval Status" should be "Not Reviewed". There will appear a list of enrolled students in alphabetical order. The default display shows the first twenty students. To see every student, please click the "View All" link below the page. You can enter grades individually in the "Roster Grade" column. After completing the grading, please click the "Save" button. After saving the grades, you should change "Approval Status" to "Approved". If you are sure that everything is correct, to end the process, please click the "Post" button on the bottom of the page.

To get further assistance, you can get in touch with the Registrar's Office or watch the video on how to enter grades at this link:
https://www.youtube.com/watch?v=9ko2onhi7ds

PART 9 RULES AND REGULATIONS

All faculty members, particularly those who advisee students, are expected to read and know the rules and regulations given below. All the rules and regulations can be found at GSHS Website, "About" section.

PART 10 DEADLINES

All the faculty members are asked to follow the deadlines requested by the graduate school.
The important deadlines;
• Course opening dates
• Qualifying exam questions dates
• Course grade entry dates
• TA needs dates
• Interview lists dates
• Other deadlines for the academic processes of the students
• Other deadlines for the necessary information upon the request of the Higher Education Council.

https://gshs.ku.edu.tr/ contains all the information that faculty members and students may need.
The "About" section includes general information about the graduate school, the director's message, rules and regulations, research opportunities, administration and staff information, alumni, and contact information.

The "Programs" section includes all the information about the programs under GSHS.
Here, you can find general information about the programs, faculty members of each program, and course descriptions of the programs.

The "Admissions" section includes application dates, financial aid information, application process and required documents for application, online application program link, webinar links, teaching and research assistantship information, information for international students, and FAQ.

The "Current Students" section includes guidelines for graduate students about their academic processes, guidelines for the graduation process, paperwork (forms and petitions), student handbook, and faculty handbook.

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